



**1503 N. IMPERIAL AVENUE, SUITE 104
EL CENTRO, CA 92243-2875
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TRANSPORTATION COMMISSION AGENDA

**LARGE CONFERENCE ROOM
1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243**

**WEDNESDAY, August 28, 2024
6:00 PM**

CHAIR: LUIS PLANCARTE

VICE CHAIR: ROBERT AMPARANO

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the Commission's website: www.imperialctc.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2 and the Federal Transit Administration Title VI, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

To Join Zoom Meeting click on the following link:

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Meeting ID: 834 0853 3940

Passcode: 748879

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

A. Discussion / Action of emergency items, if necessary.

III. PUBLIC COMMENTS

This is an opportunity for members of the public to address the Commission on any subject matter within the Commission's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to crستيرma@imperialctc.org. When addressing the Commission, state your name for the record prior to providing your comments. Please address the Commission as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Commission; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct: No profanity or obscenity, yelling or screaming, no slander or defamatory statements, no personal threats, or attacks, no hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, respect all people that are present or watching, obey the direction of the Chair and Secretary to the Commission.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

IV. CONSENT CALENDAR

- A. ICTC Commission Minutes: June 26, 2024 Pages 5-20
- B. Receive and file:
1. ICTC Management Committee Minutes: June 12, 2024
 2. ICTC TAC Minutes: June 27, 2024
- C. State of Good Repair Grant Program, FY 2024-25 Page 22

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

- D. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance Page 26

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorize the Executive Director to sign the agreement.

- E. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology Page 42

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

V. REPORTS (Up to 5 minutes per staff report)

- A. ICTC Executive Director
- Executive Director Report Page 76
- B. Southern California Association of Governments
- See attached report Page 85
- C. California Department of Transportation – District 11
- See attached report Page 89
- D. Commission / Committee Member Reports (if any)

VI. ACTION CALENDAR

- A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26 Page 105

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
 - a. For the fiscal reporting period of July 1, 2023, through June 30, 2024, the annual notto exceed fee set at \$82,000.00
 - b. For the fiscal reporting period of July 1, 2024, through June 30, 2025, the annual notto exceed fee set at \$84,460.00
 - c. For the fiscal reporting period of July 1, 2025, through June 30, 2026, the annual notto exceed fee set at \$86,994.00

- B. Appointment of an ICTC Commission Member to the SCAG Regional Council Page 122

It is recommended that the ICTC Commission take the following actions:

1. Appoint one ICTC Commission Member to the SCAG Regional Council and the SCAG Transportation Committee

- C. Appointment of an alternate to the California Vanpool Authority (Calvans) Board Page 124

Staff requests consideration for an appointment of an alternate to the Cal vans Board, after public comment, if any:

1. Appointment of an alternate from the Commission to the Cal vans Board.

- D. Proposed Distribution plan for the 2024 Cycle 5 Local Partnership Formulaic Program (LPP) Page 126

The ICTC TAC Committee met on August 22, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve Proposed Distribution Plan for the Local Partnership Formulaic Program funds;
 - a. Cycle 5 Option #2 Flat Distribution Plan
 - b. Authorize staff to open Call for Projects for the Local Partnership Formulaic Program Cycle 5
2. Authorize staff to submit the recommended projects to the California Transportation Commission (CTC).

VII. INFORMATION ITEMS

- A. IVT RIDE Adjustments

VIII. MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** is scheduled for **Wednesday, September 25, 2024, at 6:00 p.m.**, at the ICTC Offices located at 1503N. Imperial Ave., Suite 104, El Centro, CA 92243 and remotely via Zoom Meeting for the public and non-voting members.

IX. ADJOURNMENT

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

- A. ICTC Commission Minutes: June 26, 2024

- B. Receive and file:
 - 1. ICTC Management Committee Minutes: June 12, 2024

 - 2. ICTC TAC Minutes: June 27, 2024

IMPERIAL COUNTY TRANSPORTATION COMMISSION
MINUTES FOR June 26, 2024
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley	Absent
City of Calipatria	Maria Nava-Froelich
City of Calexico	Absent
City of El Centro	Martha Cardenas-Singh
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Ana Beltran
County of Imperial	Luis Plancarte
County of Imperial	Absent
Imperial Irrigation District	Karin Eugenio

STAFF PRESENT: David Aguirre, Michelle Bastidas, Katie Luna, Maricela Galarza, Angela Delgadillo, Esperanza Avila

OTHERS PRESENT: Eric Havens: Counsel; John Garcia, Gerard Chadergran: Caltrans, Dave Smith, Cesar Sanchez; Transdev

PUBLIC: None

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, June 26, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Plancarte](#) called the Commission meeting to order at 6:26 p.m. Roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

- A. ICTC Commission Minutes: May 22, 2024
- B. Received and filed:
 - 1. ICTC Management Committee Minutes: May 08, 2024
 - 2. ICTC TAC Minutes: May 23, 2024
 - 3. ICTC SSTAC Minutes: May 01, 2024

A motion was made by [Nava-Froelich](#) and seconded by [Beltran](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

V. ACTION CALENDAR

A. Draft ICTC Overall Work Program (OWP) and Budget, Fiscal Year 2024/2025

1. Adopted the Draft ICTC Overall Work Program (OWP) and Budget for FY 2024/2025.

A motion was made by [Amparano](#) and seconded by [Nava-Froelich](#) to approve the Action A as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

B. Competitive Bid Process for the IMPERIAL VALLEY TRANSIT (IVT) Fixed Route Bus System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev services, INC. for the continued operation of Imperial Valley Transit/IVT Blue, Green, Gold and Calexico On Demand with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of Imperial Valley Transit per the contract documents.
3. Authorized Adopt the Performance Goals for the operation of the IVT Blue, Green, Gold Lines and Calexico On Demand per the contract documents.

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action B as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

C. Competitive Bid Process for the IVT ACCESS ADA Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT ACCESS with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT ACCESS per the contract documents.

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action C as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

D. Competitive Bid Process for the IVT RIDE Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29, and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT RIDE with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT RIDE for Brawley, Calexico, El Centro- Imperial-Heber and the West Shores per the contract documents.

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action D as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

E. Competitive Bid Process for the IVT MedTrans Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT MedTrans with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT MedTrans per the contract documents

A motion was made by [Nava-Froelich](#) and seconded by [Amparano](#) to approve the Action E as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

F. Calexico East Port of Entry Bridge Widening Project – Contract Change Order No. 11

1. Approved Change Order No. 11 to Hazard Construction Company for the Calexico East Port of Entry Bridge Widening Project in the deductive amount of (\$30,455.57) modifying the total contract value to \$21,215,698.04.
2. Authorized the Executive Director to sign Change Order No. 11.

A motion was made by [Nava-Froelich](#) and seconded by [Beltran](#) to approve the Action F as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent

City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion Carried.

VI. REPORTS

- A. ICTC Executive Director
 - Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
 - Partnerships with IVEDC: IVEDC staff presented at the June Commission meeting to provide an update on this project. For more information, please contact Carlos Montes at carlos@ivedc.com.
 - ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
 - STBG, CRP, and CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026: ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP).
 - Calexico East Port of Entry Bridge Widening Project: Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The project is estimated to be completed in June 2024
 - Imperial Mexicali Binational Alliance (IMBA): The next meeting is scheduled for July 11th at the ICTC Offices.
 - Imperial Valley Transit (IVT) FREE FARES PROGRAM: The free fares program will be ending in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, before the Commission Meeting. There have been various outreach efforts made to let the public know.
 - Calexico Intermodal Transportation Center (ITC): The project construction management RFP ended on March 22, 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase. It will be going out to bid next month and should be awarded by August. Estimated completion date: Late 2025.
 - Transit Comprehensive Operational Analysis: Staff are currently working on the development of the Request for Proposals (RFP), and it is anticipated that the RFP will be released in the coming months.
 - All other updates are on the Executive Director report on page 23 of the agenda.

- B. Southern California Association of Governments (SCAG)
 - Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
 - Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.
 - All other updates are on the SCAG report on page 34 of the agenda.

- C. California Department of Transportation (Caltrans)- District 11
 - A presentation was given to announce the State Route 98 Improvements.
 - I-8 Roadside Safety Improvements: Construction activities are underway. Estimated completion is the end of June 2024.

- Clean California Projects: Projects in Imperial County: County of Imperial, City of El Centro, and City of Brawley are completed. Bus shelter installation and improvements in Niland, Calipatria, and Holtville are completed.
- SR-111 Roadside Improvements: Construction started in February 2024, to be completed in October 2024.
- SR-86/Customs & Border Protection (CBP) Checkpoint Expansion: In May 2024, Caltrans placed this project on hold until ICTC/CBP elects to proceed with the environmental process.
- All other updates are on the Caltrans report on page 38 of the agenda.

D. Commission Member Reports

- Updates were provided by various commissioners.

VII. The next meeting will be on August 28, 2024, at 6:00 p.m. at the ICTC Offices, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243, and via Zoom Meeting for the public.

- Commissioners voted to go dark in July.

VIII. ADJOURNMENT

A. Meeting Adjourned at 7:47 p.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF June 12, 2024
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Tyler Salcido
City of Calexico	Juan Contreras
City of Calipatria	Laura Gutierrez
City of El Centro	Cedric Ceseña
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Absent
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Laura Fischer
ICTC	David Aguirre

STAFF PRESENT: Cristi Lerma, Katie Luna, Michelle Bastidas, Maricela Galarza, Angela Delgadillo

OTHERS PRESENT: Alejandro Lopez, M’lynn Martin: Caltrans, David Salgado: SCAG, Deborah McGarrey: SoCal Gas

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, June 12, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Morita called the meeting to order at 10:35 a.m., roll call was taken, and a quorum was not present. The meeting began with reports and continued as usual when a quorum was met at 10:52 a.m.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

- A. Approval of Management Committee Draft Minutes: May 08, 2024
- B. Received and Filed:
 - 1. ICTC Commission Minutes: May 22, 2024
 - 2. ICTC TAC Minutes: April 25, 2024
May 23, 2024
 - 3. ICTC SSTAC Minutes: May 01, 2024

A motion was made by [Salcido](#) seconded by [Ortiz](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

V. ACTION CALENDAR

A. Draft ICTC Overall Work Program (OWP) and Budget, Fiscal Year 2024/2025

1. Adopted the Draft ICTC Overall Work Program (OWP) and Budget for FY 2024/2025.

A motion was made by Wells seconded by Ceseña to approve Action A. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

B. Draft IVRMA FY 2024-25 Annual Budget

1. Adopted the Draft IVRMA Budget for FY 2024/2025.

A motion was made by Ceseña seconded by Wells to approve Action B. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

C. Competitive Bid Process for the IMPERIAL VALLEY TRANSIT (IVT) Fixed Route Bus System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev services, INC. for the continued operation of Imperial Valley Transit/IVT Blue, Green, Gold and Calexico On Demand with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of Imperial Valley Transit per the contract documents.
3. Authorized Adopt the Performance Goals for the operation of the IVT Blue, Green, Gold Lines and Calexico On Demand per the contract documents.

A motion was made by [Terrazas-Baxter](#) seconded by [Contreras](#) to approve Action C. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

D. Competitive Bid Process for the IVT ACCESS ADA Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT ACCESS with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT ACCESS per the contract documents

A motion was made by [Terrazas-Baxter](#) seconded by [Wells](#) to approve Action D. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

- E. Competitive Bid Process for the IVT RIDE Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29, and Option Years FY 2029-2030 and FY 2030-2031
1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT RIDE with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
 2. Adopted the Performance Goals for the operation of IVT RIDE for Brawley, Calexico, El Centro- Imperial-Heber and the West Shores per the contract documents.

A motion was made by [Ceseña](#) seconded by [Terrazas-Baxter](#) to approve Action E. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

- F. Competitive Bid Process for the IVT MedTrans Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031
1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT MedTrans with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.

2. Adopted the Performance Goals for the operation of IVT MedTrans per the contract documents.

A motion was made by [Salcido](#) seconded by [Contreras](#) to approve Action F. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Zoom
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

Motion carried.

VI. INFORMATION CALENDAR

- A. 20th Annual Procurement and Resource Fair
Presented by M’lynn Martin, Caltrans
 - A brief presentation was given by M’lynn Martin from Caltrans at the 20th Annual Procurement and Resource Fair. It will take place on August 14th from 9 am-12 pm at 4050 Taylor Street, San Diego, CA 92110.
- B. SoCal Gas Programs
Presented by Deborah McGarrey, Public Affairs Manager for SoCal Gas
 - A brief presentation was given by Deborah McGarrey. She provided information on a variety of programs offered by SoCal Gas. Some programs offered are the Energy Upgrade Program, Past Bill Program, and Medical Base Line Program. For more information, please contact dmcgarrey@socalgas.com.

VII. REPORTS

- A. ICTC Executive Director
 - Mr. Aguirre had the following updates:
 - Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
 - ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
 - STBG, CRP, and CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026: ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP).
 - Imperial County EV Charging Infrastructure Feasibility Study – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV

Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities.

- Calexico East Port of Entry Bridge Widening Project: Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The project is estimated to be completed in June 2024
- Imperial Valley Transit (IVT) FREE FARES PROGRAM: The free fares program will be ending in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, before the Commission Meeting. There have been various outreach efforts made to let the public know.
- Calexico Intermodal Transportation Center (ITC): The project construction management RFP ended on March 22, 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase. It will be going out to bid next month and should be awarded by August. Estimated completion date: Late 2025.
- Bus Stop Improvement Project: ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies.
- Transit Comprehensive Operational Analysis: Staff are currently working on the development of the Request for Proposals (RFP), and it is anticipated that the RFP will be released in the coming months.
- All ICTC Executive Directors updates can be found on page 26.

B. Southern California Association of Governments (SCAG)

- Mr. Salgado had the following updates:
 - Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
 - Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.
 - SCAG updates can be found on page 34.

C. Caltrans Department of Transportation – District 11

- Mr. Lopez-Rangel had the following updates:
 - Friday, August 16, 2024, is the final deadline (for the October 17-18, 2024, CTC meeting).
 - 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
 - Highway Safety Improvement Program (HSIP) – Cycle 12: June 27 – Additional training for HSIP Cycle 12 Call-for-Projects, specifically for Imperial County Local Agencies from 1:00 pm to 4:00 pm at the ICTC El Centro Office (can attend in person or online)
 - All Caltrans updates can be found on page 38.

- VIII.** The next meeting is scheduled for **August 14, 2024, at 10:30 a.m.** at the ICTC Office and via Zoom Meeting for non-voting members and the public.
- The Committee voted to go dark in July.

IX. ADJOURNMENT

The meeting was adjourned at 11:57 a.m.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

TECHNICAL ADVISORY COMMITTEE MINUTES

June 27, 2024

Present:

Ana Gutierrez	City of Brawley
George Galvan	City of Calipatria
Felix De Leon	City of El Centro
Jesus Villegas	City of Imperial
Adriana Anguis	City of Holtville
Ramiro Barajas	City of Westmorland
Veronica Atondo	County of Imperial
Manuel Ortiz	IID

Others:

David Aguirre	ICTC
Katie Luna	ICTC
Marlene Flores	ICTC
Angela Delgadillo	ICTC
Jessica Gonzalez	City of El Centro
Fernando L. Williams	City of Imperial
Adolfo Garcia	County of Imperial
Ismael Garcia	County of Imperial
Kevin Hovey	Caltrans
John Garcia	Caltrans
M'Lynn Martin	Caltrans
Bryan Ott	Caltrans
Alejandro Lopez-Rangel	Caltrans
Davids Salgado	SCAG
Deborah McGarrey	SoCal Gas

The meeting was called to order at 10:04 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. A *motion* was made to adopt the minutes for May 23, 2024 ([Adriana/William](#)) **Motion Carried.**

2. **20th Annual Procurement & Resource Fair**

Presented by Caltrans

- A brief presentation was given by M'Lynn Martin from Caltrans on the 20th Annual Procurement and Resource Fair. It will take place on August 14th from 9am-12pm at 4050

Taylor Street, San Diego, CA 92110.

3. 811 Notifications

Presented by Deborah McGarrey, SoCal Gas

- A brief presentation was given by Deborah McGarrey on 811 Notifications. She provided a flyer with more information on the 811 Notifications. A reminder to Mark Out your proposed project area in white paint or provide other suitable markings. Contact Underground Service Alert at california811.org or call 811 to submit a location request at least two business days before digging. Wait to Dig until we either mark our natural gas pipelines or you are advised that the area is clear. For more information, please visit socialgas.com/811.

4. 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

ICTC staff forwarded this item to the Technical Advisory Committee for discussion and recommendation to submit to the ICTC Management Committee and Commission after public comments, if any:

1. Approved the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. 20 points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

A motion was made to approve the Action Item. **(Galvan/Atondo) Motion Carried.**

5. ICTC Updates / Announcements

(Presented by ICTC Staff)

a. Transit Planning Updates

STBG, CRP, & CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:

- Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receive funding.

Imperial County EV Charging Infrastructure Feasibility Study:

- ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study.

Imperial Valley Transit (IVT) Free Fares Program:

- The free fares program will end in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, prior to the Commission Meeting.

Calexico Intermodal Transportation Center (ITC):

- The project construction management RFP ended on March 22, 2024. The final set of contract documents are being prepared in anticipation of the construction bidding phase.

Bus Stop Improvement Project:

- Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting.

ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies.

b. Transportation Planning Updates

6. Caltrans Updates / Announcements:

(Presented by: Alejandro Lopez, Caltrans)

- Friday, August 16, 2024, is the final deadline (for the October 17-18, 2024, CTC meeting).
- Unique Entity Identifier (UEI) Renewals: No agency UEI is expiring at the moment.
- 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
- Highway Safety Improvement Program (HSIP) – Cycle 12: June 27 – Additional training for HSIP Cycle 12 Call-for-Projects, specifically for Imperial County Local Agencies from 1:00 pm to 4:00 pm at the ICTC El Centro Office (can attend in person or online)

7. SCAG Updates / Announcements:

(Presented by: David Salgado, SCAG)

- Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
- Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.

8. Cities and County Planning / Public Works Updates:

- Each jurisdiction gave its update.

9. General Discussion / New Business

No new business was discussed.

Next TAC meeting will be on August 22, 2024 at 10:00 a.m., via Zoom for the public and in person at the ICTC offices.

- The TAC Members voted to go dark for July. The next meeting is scheduled in August.

Meeting adjourned at 10:59 a.m.

IV. CONSENT CALENDAR

C. State of Good Repair Grant Program, FY 2024-25

1. Approve the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 20, 2024

Luis Plancarte, Chairman
Imperial County Transportation Commission
1503 N. Imperial Avenue, Suite 104
El Centro, CA 92243

SUBJECT: State of Good Repair Grant Program, FY 2024-25

Dear Commission Members:

The State of Good Repair Program (SGR) provides funds for use on a variety of transit infrastructure repair and service improvement projects. These projects are primarily transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities and/or the design, acquisition, and construction of new vehicles or facilities that improve existing transit services. The program is administered by the State of California's Department of Transportation (Caltrans).

In previous years, ICTC has successfully applied for funding through this program for the anticipated replacement of transit operation vehicles. For the FY 2024-25 funding, ICTC is seeking funding in the amount of \$352,457.00 through this program to provide funding for the replacement of transit operation vehicles. No matching funds are required.

The application process requires the submittal of a resolution from the Commission authorizing the Executive Director to act on behalf of the Commission in order to submit our request for these funds in a timely manner.

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', is written over a light blue horizontal line.

David Aguirre
Executive Director
Attachment

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

RESOLUTION # _____

**AUTHORIZATION FOR THE EXECUTION OF THE
REGIONAL ENTITIES APPROVING PROJECT LIST
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Imperial County Transportation Commission is an eligible project sponsor and may receive and distribute State Transit Assistance - State of Good Repair Program (SGR) funds to eligible project sponsors (local agencies) for eligible transit capital projects; and

WHEREAS, the statutes related to state-funded transit capital projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the California Department of Transportation (Caltrans) as the administrative agency for the SGR; and

WHEREAS, Caltrans has developed guidelines for the purpose of administering and distributing SGR funds to eligible recipients (local agencies); and

WHEREAS, the Imperial County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director and/or his designee;

WHEREAS, the Imperial County Transportation Commission approves the project list for the PUC 99313 apportionment.

WHEREAS, the Imperial County Transportation Commission concurs and approves the project list from the operators for the PUC 99314 apportionment.

NOW, THEREFORE, BE IT RESOLVED that the Imperial County Transportation Commission approves the region's State of Good Repair project list for **FY 2024-2025**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Imperial County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director and/or his designee be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on August 28th, 2024.

BY: _____
Chairperson

ATTEST:

BY: _____
CRISTI LERMA
Secretary to the Commission

IV. CONSENT CALENDAR

- D. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance
1. Approve the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
 2. Authorize the Executive Director to sign the agreement.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 20, 2024

Luis Plancarte, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave. Suite 104
El Centro, CA 92243

SUBJECT: Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance

Dear Commission Members:

In accordance with the California Highway Patrol (CHP)/Caltrans Call Box and Motorist Aid Guidelines, the Imperial County Service Authority for Freeways and Expressways (SAFE) enters into agreement with the CHP for services and assistance for the Imperial County Call Box Program. Services and assistance include dispatching and patrol response services for various call boxes located throughout the Imperial County. The previous agreement's term was from January 1, 2022, through December 31, 2024.

The new agreement will allow CHP to continue to provide services for the term of January 1, 2025, through December 31, 2027. The fees associated with the services is as follows:

FY 2024/2025 (01/01/25 through 06/30/25) not to exceed \$262.00
FY 2025/2026 (07/01/25 through 06/30/26) not to exceed \$524.00
FY 2026/2027 (07/01/26 through 06/30/27) not to exceed \$524.00
FY 2027/2028 (07/01/27 through 12/31/27) not to exceed \$262.00

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorize the Executive Director to sign the agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', is positioned above the printed name and title.

David Aguirre
Executive Director

DA/mb/mf
Attachment

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Business Services Section
Contract Services Unit
601 N. 7th Street
Sacramento, CA 95811
(916) 843-3610
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)



July 8, 2024

Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

Subject: Agreement Number 24R048013-0

Congratulations, you have been awarded the agreement. Please complete the following marked item(s) and return to the above address within ten (10) business days:

- STD. 213, Standard Agreement with attached exhibits. Sign the first page of the STD. 213, sign the additional single STD. 213, and return both copies.
- STD. 213A, Standard Agreement Amendment. Sign the first page of the STD. 213A, sign the additional single STD. 213A, and return both copies.
- STD. 210, Short Form Contract. Sign and return both copies.
- STD. 204, Payee Data Record. Complete and return.
- CCC, Contractor Certification Clauses. Complete and return.
- Obtain and forward the liability insurance certificate required by the terms of the Agreement.
- Resolution, motion, order, or ordinance from the local governing body authorizing this Agreement.
- STD. 807, Payment Bond. Complete and return one copy.
- CHP 28, Voluntary Statistical Data. Complete and return.
- CHP 78V, Conflict of Interest & CHP 116, Darfur Certification
- Letter of Agreement. Sign and return both copies.

Contract status.

- The enclosed agreement is signed on behalf of the Department of California Highway Patrol. Process and when approved, return an original to this office.
- The enclosed approved agreement is for your records. You are now authorized to provide services.

HOMAYOUN LASHKARI
Contract Analyst

Enclosures

Safety, Service, and Security



An Internationally Accredited Agency

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 24R048013	PURCHASING AUTHORITY NUMBER (If Applicable)
--------------------------------------	---

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Department of California Highway Patrol

CONTRACTOR NAME
Imperial County Transportation Commission Service Authority for Freeways and Expressways (SAFE)

2. The term of this Agreement is:

START DATE
01/01/2025

THROUGH END DATE
12/31/2027

3. The maximum amount of this Agreement is:

\$612.00 (Six Hundred and Twelve Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1
Exhibit A-1	Agreement Between Department of California Highway Patrol and Lake County Service Authority for Freeway Emergencies and Expressway (SAFE)	7
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C*	General Terms and Conditions (GTC) 04/2017	*

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Imperial County Transportation Commission Service Authority for Freeways and Expressways (SAFE)

CONTRACTOR BUSINESS ADDRESS 1503 N. Imperial Avenue, Suite 104	CITY El Centro	STATE CA	ZIP 92243
---	-------------------	-------------	--------------

PRINTED NAME OF PERSON SIGNING	TITLE
--------------------------------	-------

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
---------------------------------	-------------

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 24R048013	PURCHASING AUTHORITY NUMBER (If Applicable)
--------------------------------------	---

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Highway Patrol

CONTRACTING AGENCY ADDRESS

601 N. 7th Street

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per SCM Vol 1 4.04,A2

**EXHIBIT A
(Standard Agreement)**

SCOPE OF WORK

IMPERIAL COUNTY TRANSPORTATION COMMISSION SERVICE AUTHORITY FOR FREEWAY EMERGENCIES AND EXPRESSWAY (SAFE), agrees to reimburse the Department of California Highway Patrol (CHP) for SAFE services provided to **IMPERIAL COUNTY TRANSPORTATION COMMISSION SAFE**.

1. Call Box calls shall be handled by CHP communication centers as third level priority after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:
 - A. Call Box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than sixty (60) seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, Call Box traffic also increases. At these times, motorists may be required to wait several minutes for service.
 - B. Call Box calls should be handled ideally within a 3.5 minute (210 seconds) total call handling time. It is understood that the use of such services, as the Translation Service Contractor, will increase total call handling time to levels above this standard.

2. The Project Representatives during the term of this Agreement will be:

STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol		Imperial County Transportation Commission SAFE	
NAME		NAME	
Brenda Sweeny, AGPA		Marlene Flores, SAFE Program Manager	
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	E-Mail Address
(916) 843-4280	Brenda.sweeny@chp.ca.gov	(760) 592-4494	marleneflores@imperialctc.org
Direct all inquiries to:			
STATE AGENCY		CONTRACTEE	
Department of California Highway Patrol		Imperial County Transportation Commission SAFE	
SECTION/UNIT		SECTION/UNIT	
Business Services Section/Contract Services Unit		Imperial County Transportation Commission SAFE	
ATTENTION		ATTENTION	
Homayoun Lashkari, Contract Analyst		Marlene Flores, SAFE Program Manager	
ADDRESS		ADDRESS	
601 North 7 th Street Sacramento, CA 95811		1503 N. Imperial Avenue, Suite 104, El Camino, CA 92243	
TELEPHONE NUMBER	E-MAIL ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
(279) 224-6330	homayoun.lashkari@chp.ca.gov	(760) 592-4494	marleneflores@imperialctc.org

**EXHIBIT A-1
(STANDARD AGREEMENT)**

AGREEMENT BETWEEN

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AND

IMPERIAL COUNTY TRANSPORTATION COMMISSION

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and Imperial County Transportation Commissions, hereinafter called Imperial County SAFE, under provisions of California Vehicle Code (VEH) Sections 2421.5 and 9250.10, and the Streets and Highway (SHC) Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

TERMS AND CONDITIONS:

By and in consideration of the covenants and conditions herein contained, CHP and Imperial County Transportation Commission do hereby agree as follows:

1. The term of this Agreement shall be January 1, 2025, through December 31, 2027, with two (2) options for amendment for one (1) year by mutual consent, upon approval of the Department of General Services.
2. This Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," which is hereby incorporated by reference, hereinafter called "GUIDELINES." As these GUIDELINES may be revised from time to time, it is understood that SAFE shall have a current copy on file for the duration of this Agreement.
3. The Agreement shall remain in force subject to the following:
 - A. That it shall not become effective until:
 - I. Imperial County Transportation Commission has submitted to CHP a copy of the policy, resolution, order, motion, or ordinance from Imperial County Transportation Commission approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and
 - II. The Agreement is duly signed by both parties and approved by the Department of General Services, Office of Legal Services.
 - B. That it may be modified only in writing and signed by both parties and shall be modified by the parties to conform to any future changes to federal or state law that affect the terms of this Agreement.

**EXHIBIT A-1
(STANDARD AGREEMENT)**

- C. Either party may terminate this Agreement before the expiration of its term, or any extension, upon thirty (30) days' prior written notice to the other party.
4. For services and assistance herein, Imperial County Transportation Commission agrees to reimburse CHP quarterly, in arrears and upon receipt of an itemized invoice, for charges identified in Section 16 and payable to the maximum charges identified in Section 17. Upon receipt, payment shall be made to CHP as invoiced within thirty (30) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

Payment shall be made to:

Department of California Highway Patrol
Fiscal Management Section/048
P.O. Box 942900
Sacramento, CA 94298-2900
Attn: Accounts Reimbursable for #048

Telephone: (916) 843-3530

Invoices shall be sent to:

Imperial County Transportation Commission
Attn: SAFE
1503 N. Imperial Avenue, Suite 104
El Centro, CA 92243

Telephone: (760) 592-4494
Email: michelleBastidas@imperialCTC.org

Each quarterly invoice shall include a thorough explanation and justification for any additional charges or changes of the amounts of past charges.

5. The maintenance of the Call Box system (outside of CHP Communications Centers), including telephone service and line costs, shall be the sole responsibility of Imperial County Transportation Commission.
6. Imperial County Transportation Commission shall reimburse CHP for all personnel costs associated with the number of operators positions that CHP and Imperial County Transportation Commission agree are required to handle Call Box call traffic. The CHP shall only increase or decrease the number of operators after receiving a written request/commitment from Imperial County Transportation Commission stating that Imperial County Transportation Commission shall assume all personnel costs for the additional positions.

**EXHIBIT A-1
(STANDARD AGREEMENT)**

7. Imperial County Transportation Commission shall advise CHP of any anticipated significant new installations that should be considered into the annual staffing analysis.

This notification should be made to CHP at least thirty (30) days prior to the annual staffing analysis.
8. The SAFE may request or CHP may perform, if the need arises, a staffing analysis at any time during the year. If a change in staffing is required due to an unpredicted need, CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following increases/decreases in the number of Call Boxes, or significant increases/decreases in the number of Call Boxes call calls. Imperial County Transportation Commission shall respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with recommendation.
9. Six (6) months prior to the beginning of each subsequent fiscal year, if necessary, CHP shall re-evaluate CHP communications centers Call Box operator staffing requirements. The most recent twelve (12) months (annual average) of Call Box call activity (when available) shall be used with CHP reimbursable position formula defined in GUIDELINES, to determine the currently required staffing level. The CHP shall submit to Imperial County Transportation Commission a letter, with applicable substantiating data, indicating any necessary changes in staffing. Imperial County Transportation Commission shall respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with the recommendation.
10. Imperial County Transportation Commission shall pay for its proportional share of the actual wage rate for one-half (1/2) of the CHP SAFE Coordinator position pursuant to the GUIDELINES, Section VII, Paragraph B. The CHP SAFE Coordinator position shall be used for SAFE related business.
11. Imperial County Transportation Commission's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within Imperial County Transportation Commission's boundaries to the total number of motor vehicles registered in all counties which have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters. The CHP shall provide an estimation of CHP SAFE Coordinator's personnel costs in the annual staffing estimation.
12. Motorist aid Call Box calls will be handled by CHP Communications Centers as third priority after 9-1-1 (priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of Call Box calls is as follows:
 - A. Call Box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, Call Box traffic also increases. At these times, motorists may be required to wait several minutes for service.

**EXHIBIT A-1
(STANDARD AGREEMENT)**

- B. Call Box calls should be handled within 3.5 minutes (210) of total call handling time. It is understood that the use of such services as the translation service contractor shall increase total call handling time to levels above this standard.
13. The CHP shall provide to SAFE, monthly, relevant summary Call Box traffic reports from the 9-1-1 Customer Premise Equipment (CPE) Management Information System (MIS) call data reporting program(s) at the CHP communications center handling Imperial County Transportation Commission's Call Box calls. If the CPE equipment including software at the communications center servicing SAFE fails, or malfunctions, these reports may not be available.
14. Call Box/Motorist aid Call Box system enhancements due to changing technology may require changes and/or upgrades to CHP communications center equipment. In such cases, Imperial County Transportation Commission shall be responsible for the procurement, installation, and maintenance of communications center's equipment pursuant to the GUIDELINES, Section IV, Paragraph 4, unless otherwise agreed to. All equipment procured for the CHP dispatch operations will be designed jointly by CHP and Imperial County Transportation Commission. No equipment will be installed in a CHP facility which does not meet all CHP operational and technical specifications. Communications center equipment purchased by SAFE and designed as CHP property shall be maintained by CHP, otherwise Imperial County Transportation Commission accepts responsibility.
15. The State shall provide a standard communications center telephone system which shall also be used to handle incoming motorist aid Call Box calls pursuant to the GUIDELINES, Section III, Paragraph C, Section 2. Any agreed upon changes above and beyond the standard telephone system specifically requested for the Imperial County Transportation Commission program shall be funded by Imperial County Transportation Commission.
16. The CHP agrees to submit an itemized invoice quarterly to Imperial County Transportation Commission which may include and shall not exceed the following charges:
- A. Personnel costs (salary and benefits) determined under the terms of this Agreement. The Public Safety Dispatcher (PSD) personnel costs shall be based on the third step of the wage scale for PSDs in effect at the time of invoicing. CHP's SAFE coordinator personnel costs will be based on the actual step of the wage scale for CHP's SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP's control.
 - B. The current workload is absorbed by the local California Highway Patrol Communications Center in Ukiah, CA.
 - C. Indirect costs shall be applied to monthly personnel costs in accordance with

**EXHIBIT A-1
(STANDARD AGREEMENT)**

California State Administrative Manual Sections 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.

D. Translation service charges directly attributable to motorist aid Call Box calls and billed to CHP by a translation service contractor shall be reimbursed by Imperial County Transportation Commission. The CHP shall maintain an agreement with a translation service vendor to provide necessary interpretation/translation services for motorist aid Call Box-related calls. The CHP shall bill Imperial County Transportation Commission, in arrears quarterly for charges billed by the translation service contractor. The SAFE invoices shall be accompanied by copies of billings from the translation service contractor.

E. The telephone system costs (if applicable).

17. The total amount of this Agreement shall not exceed a maximum of **One Thousand Five Hundred Seventy-Two Dollars and Zero Cents, (\$1,572.00)**. Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes to the amounts of past charges.

FY 2024/2025 (1/01/25 through 6/30/25), not to exceed	\$262.00 (6 months)
FY 2025/2026 (7/01/25 through 6/30/26), not to exceed	\$524.00 (12 months)
FY 2026/2027 (7/01/26 through 6/30/27), not to exceed	\$524.00 (12 months)
FY 2027/2028 (7/01/27 through 12/31/27), not to exceed	<u>\$262.00</u> (6 months)
TOTAL: \$1572.00	

Each quarterly invoice shall include a thorough explanation and justification of any additional charges for revisions to the amounts of past charges.

18. The project representatives during the term of this agreement will be:

STATE AGENCY Department of California Highway Patrol Communications Centers Support Section	CONTRACTOR Imperial County Transportation Commission
NAME Brenda Sweeny, CHP Safe Program Coordinator	NAME Marlene Flores, SAFE Program Manager
TELEPHONE NUMBER (916) 843-4280	TELEPHONE NUMBER (707) 671-7767
FAX NUMBER (916) 843-3896	FAX NUMBER (707) 671-7764
EMAIL Bsweeny@chp.ca.gov	EMAIL marleneflores@imperialctc.org
STATE AGENCY Department of California Highway Patrol Contract Services Unit	CONTRACTOR Imperial County Transportation Commission

**EXHIBIT A-1
(STANDARD AGREEMENT)**

NAME Homayoun Lashkari, Contract Analyst	NAME Marlene Flores, SAFE Program Manager
ADDRESS 601 N. 7 th Street Sacramento, CA 95811	ADDRESS 1503 N. Imperial Ave., Suite 104 El Centro, CA 92243
TELEPHONE NUMBER (279) 224-6330	TELEPHONE NUMBER (760) 592-4494
FAX NUMBER (916) 322-3166	FAX NUMBER (760) 592-4497
EMAIL Homayoun.lashkari@chp.ca.gov	EMAIL marleneflores@imperialctc.org

19. This Agreement, and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between CHP and Imperial County Transportation Commission, and supersedes any prior representations, understandings, communications, commitments, Agreements, or proposals, oral or written.
20. Under no circumstances shall Imperial County Transportation Commission or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product, which is part of the Call Box system, without the written consent of CHP.
21. The CHP shall limit its review of SAFE's plans and specifications for upgrading or modifying Imperial County Transportation Commission's motorist aid Call Box system, which includes any potential operational affect to CHP Communications Centers, in accordance with the GUIDELINES.
22. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services Office of Legal Services. By executing this Agreement, the representatives of CHP and Imperial County Transportation Commission warrant that they have viewed and fully understand all provisions of this Agreement and are authorized to bind their respective agencies to all terms of the Agreement's provisions.

**EXHIBIT A-1
(STANDARD AGREEMENT)**

STATE OF CALIFORNIA
Department of California Highway
Patrol (CHP)

IMPERIAL COUNTY TRANSPORTATION
COMMISION

SIGNATURE
Jacquelyn Ngo, Commander
Business Services Section

SIGNATURE – Executive Director

Date

Printed Name of Signatory

Date

APPROVED AS TO FORM:

SIGNATURE
Signature, Attorney At Law

Printed Name of Signatory

Date

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

INVOICING AND PAYMENT

1. For services and assistance herein, satisfactorily rendered and upon receipt and approval of invoices Imperial County Transportation Commission agrees to compensate California Highway Patrol (CHP) quarterly, in arrears for the rates specified herein. Upon receipt, payment shall be made to CHP as invoiced within thirty (30) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within thirty (30) days or receiving the invoice charges.

The SAFE's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within IMPERIAL COUNTY TRANSPORTATION COMMISSION'S boundaries to the total number of motor vehicles registered in all counties who have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters annually.

- A. The CHP will submit an itemized invoice to Imperial County Transportation Commission quarterly for the following charges:
 - 1) Personnel costs (salary and benefits) determined under the terms of the Agreement. Imperial County Transportation Commission shall reimburse CHP for all personnel costs associated with the number of operator positions CHP and Imperial County Transportation Commission agree are required to handle call box traffic. The CHP shall only increase or decrease the number of operators after receiving a written request/commitment from Imperial County Transportation Commission stating that Imperial County Transportation Commission shall assume all personnel costs for the additional positions.
 - 2) Indirect costs shall be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.
 - 3) Translation service charges directly attributable to motorist aid call box calls and billed to CHP by a translation service contractor shall be reimbursed by Imperial County Transportation Commission. The CHP shall bill Imperial County Transportation Commission, in arrears, quarterly for charges billed by the translation service contractor. The SAFE invoices shall be accompanied by copies of billings from the translation service contractor.
 - 4) The telephone system costs (if applicable).

EXHIBIT B

B. The fiscal year funding for this Agreement shall be as follows:

FY	Time Period	Amount	Quarters
24/25	01/01/2025 - 06/30/2025	\$262.00	2
25/26	07/01/2025 -06/30/2026	\$524.00	4
26/27	07/01/2026 -06/30/2027	\$524.00	4
27/28	07/01/2027 -12/31/2027	\$262.00	2
TOTAL		\$1572.00	12

C. The total amount of this Agreement shall not exceed **One Thousand Five Hundred and Seventy-Two Dollars and Zero Cents (\$1572.00)**.

- Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges (if applicable). Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than semi-annually in arrears to:

Imperial County Transportation Commission

Attn: Marlene Flores, Associate Transportation Planner

1503 N. Imperial Avenue, Suite 104

El Centro, CA 92243

Telephone: (760) 592-4494

Email: marleneflores@imperialctc.org

A. Payment

(1). Payment shall be made to:

Department of California Highway Patrol

P.O. Box 942900

Sacramento, Ca 94298-2900

Telephone: (916) 843-3583

Payment for these services may be made by corporate check, cashier's check, or money order in the invoiced amount. If a cashier's check, corporate check, or money order is submitted, it must be made payable to: "CHP Accounting Section." Please note the contract number in the "memo" section of the check and submit the check with a copy of the invoice so that it can be credited to your contract.

EXHIBIT B

BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the California State Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds to the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for the purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

IV. CONSENT CALENDAR

- E. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology
 - 1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 20, 2024

Luis Plancarte, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

Dear Commission Members:

Imperial County Transportation Commission (ICTC) staff has been working with staff from the Southern California Association of Governments (SCAG) in the review of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S).

As a part of Senate Bill (SB) 1, the 2025 ATP Cycle 7 Call for Projects at the state level is expected to include about \$569 Million in Federal funding, State SB1, and State Highway Account (SHA) funding. The funding programming years include FY2025/2026, FY2026/2027, FY2027/2028 and FY2028/2029 funding years.

Per the 2025 guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state's share of the funds will be passed on to the Metropolitan Planning Organizations (MPOs) for consideration of regional share funding.

The goals of the ATP are to:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 and SB 391;
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding;
- Ensure that disadvantaged communities (DAC) fully share in the benefits of the program; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

Per the 2025 ATP Statewide Guidelines, Regional Program funding must be administered by Metropolitan Planning Organizations (MPOs) working with Regional Planning Agencies and Transportation Commissions like ICTC to recommend projects receiving ATP Regional funds.

In this seventh call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding at the statewide selection round for consideration in the Regional Program. Therefore, all project applications must meet the state's criteria and be submitted to Caltrans first. Imperial received a total of five (5) applications during Cycle 7. Imperial County has an approximate ATP Regional fund amount of \$320,524 for project implementation and \$16,870 for planning and capacity building totaling \$337,394.

ICTC is responsible for scoring applications from Imperial County for their consistency with plans adopted by local and regional governments within the county. This scoring process is known as the Twenty (20) Point Methodology and allows for scoring of up to twenty (20) points maximum and zero (0) points minimum.

Assigning a methodology for the twenty (20) points needs to be completed by ICTC and during past cycles, ICTC has established a point-scoring methodology with the guidance of SCAG. For ATP Cycle seven (7) ICTC staff recommends the following scoring methodology:

- Twenty (20) points for projects identified in an adopted local and/or regional plan
- Zero (0) points for projects not identified in an adopted local and/or regional plan

The ICTC Technical Advisory Committee and the Management Committee forward this item to the ICTC Commission for review and approval after public comments, if any:

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
 - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

Sincerely,



David Aguirre
Executive Director

AGENDA ITEM 7

Southern California Association of Governments
April 4, 2024

To: Transportation Committee (TC)
Regional Council (RC)

From: Rachel Om, Senior Regional Planner
213-630-1550, om@scag.ca.gov

Subject: SCAG ATP Cycle 7 Regional Guidelines

EXECUTIVE DIRECTOR'S
APPROVAL



RECOMMENDED ACTION FOR TC:

Recommend that the Regional Council adopt Resolution No. 24-664-4 approving the 2025 Active Transportation Program Regional Guidelines.

RECOMMENDED ACTION FOR RC:

Adopt Resolution No. 24-664-4 approving the 2025 Active Transportation Program Regional Guidelines.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

EXECUTIVE SUMMARY:

On March 21, 2024, the California Transportation Commission (CTC) adopted the 2025 Active Transportation Program (ATP) Guidelines (Statewide Guidelines). Per the Statewide Guidelines, SCAG is responsible for adopting the 2025 ATP Regional Guidelines (Regional Guidelines) to direct the selection of projects receiving awards through the regional portion of the 2025 ATP. Approximately \$118 million is anticipated to be available in the SCAG region for programming through the 2025 ATP.

BACKGROUND:

On March 21, 2024, the CTC adopted the 2025 ATP Statewide Guidelines and announced the 2025 ATP call for projects. Statewide project applications are due on June 17, 2024. The 2025 ATP budget is approximately \$569 million and will cover fiscal years 2025/26 through 2028/29. Approximately sixty percent (60%) of the total funding awards will be recommended by the CTC through the Statewide Program and Small Urban/Rural Program components. Forty percent (40%) of the total funding awards will be recommended by Metropolitan Planning Organizations (MPOs) and included in regional programs. SCAG's share of the MPO component (SCAG Regional Program) is approximately \$118 million, fifty-two percent (52%) of the MPO component.

The proposed 2025 ATP Regional Guidelines outline the process by which SCAG, in collaboration with the CTC and the county transportation commissions within the SCAG region, will recommend funding awards for the 2025 ATP SCAG Regional Program. The draft 2025 ATP Regional Guidelines were developed by the SCAG ATP Subcommittee, which is comprised of SCAG staff and representatives from the six county transportation commissions. In preparation of sharing the guidelines with the SCAG Regional Council, these guidelines were reviewed by county transportation commission CEOs at their regular March 15, 2024 meeting. The Regional Guidelines retain many of the same funding policies as in previous cycles, including preserving population-based funding targets (see tables below) and dedicating 5% (\$5.9M) of the SCAG Regional Program resources for planning and capacity building projects (see below). Consistent with previous cycles, the SCAG Regional Program will award funding to two categories of projects: (1) Implementation Projects and (2) Planning & Capacity Building Projects.

Implementation Projects: No less than 95% of SCAG’s funding will be recommended to fund projects in this category, which include Infrastructure, Non-infrastructure, and Infrastructure with Non-infrastructure components projects. The selection process for Implementation Projects is consistent with previous ATP cycles and is predominately managed by the county transportation commissions. Eligible applicants must apply for these funds by submitting an application through the statewide ATP call for projects. Base scores are established through the statewide ATP review process. The Regional Guidelines allow county transportation commissions to prioritize projects by adding up to twenty (20) points, on a 120-point scale, to supplement the state-provided base scores. As in previous cycles, the Board of each county transportation commission shall approve the methodology for assigning the additional points, as well as approve the final project scores. Total funding available in each county is based on population-based funding targets.

Implementation Projects Category: Funding Targets (95% of Regional Funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034
Total	100%	\$112,163
<small>*Population estimates based on American Community Survey 2022 1-Year Estimates **Population distribution displayed as rounded percentages, but funding targets calculated using actual percentages.</small>		

Planning & Capacity Building Projects: Five percent (5%) of SCAG’s funding will be recommended to fund projects in this category, which includes Planning, Non-Infrastructure, and Quick-Build projects. The projects considered for funding in this category shall include projects that are submitted through the statewide ATP call for projects using the state’s Planning, Non-infrastructure, and Quick-Build applications and Planning and Quick-Build projects submitted through SCAG’s supplemental call for projects, which is integrated with SCAG’s Sustainable Communities Program, under the Active Transportation & Safety component (SCP-ATS). The SCP-ATS aims to align planning and capacity building resources with regional planning priorities and opportunities outlined in Connect SoCal, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy. The SCP-ATS call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP and other funds programmed by SCAG. The SCP-ATS guidelines are currently under development and will be brought to SCAG’s Regional Council later this year. As with the Implementation category, Planning & Capacity Building ATP regional funds shall be allocated to projects in each county using population-based funding targets.

Planning & Capacity Building Projects Category: Funding Targets (5% of Regional Funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265
Total	100%	\$5,903
*Population estimates based on American Community Survey 2022 1-Year Estimates		
**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.		

The ATP regional funds for Planning & Capacity Building projects are bolstered by a federal Safe Streets and Roads for All (SS4A) grant, which provides \$4.515 million for quick-build projects by leveraging \$3 million of ATP regional funds as matching funds for a total of \$7.515 million for quick-build projects. The ATP regional matching funds will be provided by each county’s Planning & Capacity Building ATP regional funding targets commensurate with the amount of quick-build project applications received and selected for funding. Therefore, if a county does not have any quick-build applications forwarded to the regional component from the statewide component or any quick-build applications submitted to the supplemental call for projects, then none of that county’s ATP regional funds will be leveraged as matching funds for the SS4A grant funds.

A staff recommended ATP Regional Program, assembled by combining project recommendations from the Implementation and Planning & Capability Building categories, will be reviewed by the Chief Executive Officers (CEOs) of the county transportation commissions to address any outstanding issues and achieve consensus prior to finalization of the program. The ATP Regional Program recommendations will be approved by the Boards or CEOs of the county transportation commissions prior to consideration by SCAG's Regional Council and submission to the CTC.

Next Steps

SCAG staff will continue to work with the county transportation commissions in the SCAG region, the CTC, Caltrans and other partners to provide outreach to ensure eligible applicants are aware of the ATP funding opportunities and provide technical assistance, resources and support as requested to facilitate regional competitiveness through the application submission period ending on June 17, 2024. Upon Regional Council approval, the 2025 ATP Regional Guidelines will be submitted to the CTC for consideration of approval at the June 27-28, 2024 CTC meeting. Finally, the 2025 ATP Regional Program will be submitted to the Regional Council for approval in April 2025.

FISCAL IMPACT:

Funding for staff work on this effort is included in the FY24 Overall Work Program (OWP) in project 050.0169.06 Complete Streets: Active Transportation Program and 050.0169.11 Active Transportation Program.

ATTACHMENT(S):

1. Draft 2025 ATP Regional Guidelines
2. Resolution No. 24-664-4 - Approving the 2025 Active Transportation Program (ATP) Regional Guidelines
3. PowerPoint Presentation - ATP Cycle 7 Draft Regional Guidelines

2025 Active Transportation Program Regional Guidelines

Draft

March 2024

Southern California Association of Governments

Imperial County Transportation Commission

Los Angeles County Metropolitan Transportation Authority

Orange County Transportation Authority

Riverside County Transportation Commission

San Bernardino County Transportation Authority

Ventura County Transportation Commission

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
2025 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES**

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Attachment: Draft 2025 ATP Regional Guidelines [Revision 1] (SCAG ATP Cycle 7 Regional Guidelines)

Introduction

Purpose

The intent of this document is to successfully implement the Metropolitan Planning Organization (MPO) component of the California Active Transportation Program (ATP). The following 2025 ATP Regional Guidelines (Regional Guidelines) outline the roles, responsibilities, and processes for selecting projects to receive funding from the SCAG region's dedicated share of the 2025 ATP. The Regional Guidelines also outline the requirements for programming, allocation, project delivery, project reporting, project administration and program evaluation related to the 2025 Regional Active Transportation Program (Regional Program). The Regional Guidelines may be revisited and modified in order to remain consistent with the latest ATP Statewide Guidelines (Statewide Guidelines) and to consider innovative concepts and best practices to improve the Regional Program's efficiency and effectiveness.

Background

- The goals of the ATP are to:
 - Increase the proportion of trips accomplished by biking and walking.
 - Increase the safety and mobility of nonmotorized users.
 - Advance the active transportation efforts of regional agencies to achieve greenhouse gas reductions goals as established pursuant to SB 375 and SB 391.
 - Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
 - Ensure that disadvantaged communities (DACs) fully share in the benefits of the program.
 - Provide a broad spectrum of projects to benefit many types of active transportation users.
- The [2025 Statewide Guidelines](#), adopted by the California Transportation Commission (CTC) on March 21, 2024, describe the policies, standards, criteria and procedures for the development, adoption and management of the ATP.
- Per Senate Bill 99 (Committee on Budget and Fiscal Review, Chapter 359, Statutes of 2013) and reflected in the 2025 Statewide Guidelines, 40% of the funds for the ATP must be distributed by MPOs in urban areas with populations greater than 200,000, with funds distributed to each MPO based on total MPO population.
- The funds distributed by the MPOs must be programmed and allocated to projects selected through a competitive process in accordance with the ATP Statewide Guidelines.

- An MPO choosing to use the same project selection criteria, weighting, minimum funding request amount, match requirement, and definition of a DAC as used by the CTC for the statewide competition may defer its project selection to the CTC.
- MPOs may also issue a separate, supplemental call for projects. If a call for projects is initiated, it will require development and approval of guidelines and applications. In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- Twenty-five percent (25%) of the regional funds must benefit DACs.
- The Statewide Guidelines allow for an MPO to make up to 2% of its 2025 ATP funding available for active transportation plans in DACs.
- The Statewide Guidelines establish five eligible project types:
 - Infrastructure Projects: Capital improvements that will further the goals of the ATP. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the State Transportation Improvement Program (STIP) page of the [Commission's website](#) under "Background Information." *Please note that a capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.*
 - Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominantly located in a DAC.
 - Non-infrastructure Projects: Education and encouragement programs that further the goals of the ATP. Non-infrastructure projects are not limited to those benefiting school students. Non-infrastructure projects can be start-up programs or new components of existing programs. The CTC intends to focus non-infrastructure funding on start-up projects. A project is considered to be a start-up when no program currently exists. All non-infrastructure projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund existing or ongoing program operations.
 - Infrastructure Projects with Non-infrastructure components: These are capital projects with education or encouragement components.
 - Quick-Build Projects: Interim capital infrastructure projects that further the goals of the ATP. The Statewide call for projects has up to \$7 million set aside for quick-build projects. These projects require minor construction and are built with durable, low to moderate cost materials, and last from one year to five years. These projects have

moderate design flexibility to anticipate adjustments that may occur based on community feedback. The purpose of a quick-build project is to immediately implement safety needs, allowing a community to benefit quickly from improvements made, and/or allow the people of a community affected by the project to provide input and test the project improvements before they are permanently constructed.

- Per Statewide Guidelines, the following requirements apply specifically to SCAG:
 - SCAG must consult with the county transportation commissions, the CTC, and Caltrans in the development of the competitive project selection criteria. The criteria should include consideration of geographic equity consistent with program objectives.
 - SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
 - SCAG must obtain concurrence from the county transportation commissions.
- The SCAG Regional Program will be developed through coordination of the ATP Subcommittee, which is comprised of SCAG staff and representatives from each of the six county transportation commissions. The ATP Subcommittee drafts the Regional Guidelines, the Regional Program and administers tasks associated with project delivery. The county transportation commissions approve the Regional Program as it pertains to their respective county. SCAG’s Regional Council approves the Regional Guidelines and Regional Program. The California Transportation Commission approves the Regional Guidelines and Regional Program.

Fund Estimates for 2025 Regional ATP

The 2025 ATP [total statewide fund estimate is \\$568.7M](#) (March 2024). Per the 2025 ATP Statewide Guidelines, the MPO share is 40% of the total budget with funding distributed by population; the SCAG share is 52% of the MPO share.

The SCAG region’s share of the 2025 ATP is \$118.066M, which includes funding in Fiscal Years 2025/26, 2026/27, 2027/28, and 2028/2029 to be programmed as follows:

Year (Fiscal)	Funds (\$1000s)
FY 25/26	20,761
FY 26/27	21,217
FY 27/28	37,816
FY 28/29	38,272
Total	118,066

Eligibility

SCAG intends to apply the eligibility requirements as adopted in the 2025 Statewide Guidelines to the Regional Program.

Regional Disadvantaged Communities Definitions

Per the Statewide Guidelines, MPOs, in administering a competitive selection process, have the option to use different criteria for determining which projects benefit disadvantaged communities. In addition, a regional definition may be considered for a project to qualify as benefitting a disadvantaged community. As part the 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS, Connect SoCal), SCAG established "Priority Equity Communities" (PECs) as disadvantaged communities through a robust public outreach process that included the input of community stakeholders. The PEC criterion is intended to complement existing disadvantaged communities definitions established through SB 535 and the ATP Statewide Guidelines.

- Priority Equity Communities: census tracts in the SCAG region that have a greater concentration of populations that have been historically marginalized and are susceptible to inequitable outcomes based on a combination of the following socioeconomic factors: people of color, low-income households, limited vehicle and transit access, vulnerable ages, single parent households, people without a high school diploma, people with disabilities, housing cost burdened households, and people with limited English proficiency. See the [Connect SoCal 2024 Equity Analysis Technical Report](#) and [a map](#) of PECs in the SCAG region for additional details and to identify PECs.

Project Selection Process

SCAG intends to award funding to projects in two program categories: Implementation projects and Planning & Capacity Building projects.

Implementation Projects Category

Implementation projects include Infrastructure, Infrastructure projects with Non-infrastructure components, and Non-infrastructure projects as defined by the Statewide Guidelines and included in the Background above. No less than 95% of the total regional funds shall be dedicated to funding Implementation projects in the 2025 Regional ATP. Implementation funds shall be allocated to projects in each county using population-based funding targets (U.S. Census American Community Survey 2022 1-Year Estimates).

Implementation Projects Category: Funding Targets (95% of Regional Funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034
Total	100%	\$112,163
<i>*Population estimates based on American Community Survey 2022 1-Year Estimates</i> <i>**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.</i>		

In this category, and consistent with previous ATP cycles, SCAG will select Implementation projects utilizing the CTC statewide applications, scoring, and ranking process. SCAG will only fund Implementation projects submitted through the statewide application process. However, SCAG and its member county transportation commissions will reserve the option to establish an evaluation committee and issue a supplemental call for proposals for Implementation projects in future ATP cycles.

The selection process shall occur as follows:

- Prior to scoring by the CTC, SCAG shall coordinate with each county transportation commission to ensure that all Implementation project applications submitted through the statewide call for proposals have been submitted to the county transportation commissions and SCAG.
- The county transportation commissions shall review the Implementation project applications and determine which projects are “consistent with plans adopted by local and regional governments within the county” per the requirements of SB 99. County transportation commissions may assign up to 20 points to each Implementation project application deemed consistent and meeting eligibility requirements.
- If a county transportation commission assigns additional points (up to 20) to a project for which they are the lead applicant, an explanation shall be provided to SCAG of how the scoring process resulted in an unbiased evaluation of the project.
- The board of each respective county transportation commission shall approve the scoring methodology/guidelines and point assignments, and staff will submit the methodology

and scores to SCAG for inclusion in the preliminary ranking of regional projects by February 5, 2025.

- SCAG shall establish a preliminary regional Implementation projects list based on the county transportation commissions' submissions that programs no less than 95% of the total regional funds and relies on population-based funding targets to achieve geographic equity.
- The county transportation commissions may also recommend funding for projects to be included on the Regional Program contingency list. Projects included on the Regional Program contingency list shall be included in the program reflecting the project score as detailed in the Fund Balance and Contingency List section below.

Planning & Capacity Building Projects Category

Planning & Capacity Building projects may include the development of Non-infrastructure projects, Quick-Build projects, and Plans, as defined by the Statewide Guidelines and included in the Background section of the Regional Guidelines (above). The Regional Guidelines call for no more than 5% (\$5.903M) of the total regional funds be allocated in this category with a maximum of 2% (\$2.361M) dedicated to Planning projects in DACs/PECs.

As in several previous cycles, the pool of projects considered for funding in this category shall include projects that are submitted through the CTC's Statewide ATP call for projects using the state's Planning, Non-infrastructure, and Quick-Build applications and Quick-Build projects and Plans submitted through the supplemental call (Sustainable Communities Program) for Planning & Capacity Building projects issued by SCAG. The supplemental call for projects is integrated with SCAG's Sustainable Communities Program, under the Active Transportation & Safety component (SCP-ATS), which aims to align planning and capacity building resources with regional planning priorities and opportunities outlined in Connect SoCal, SCAG's Regional Transportation Plan/Sustainable Communities Strategy. The SCP-ATS call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP and other funds programmed by SCAG. As with the Implementation category, Planning & Capacity Building ATP regional funds shall be allocated to projects in each county using population-based funding targets (U.S. Census American Community Survey 2022 1-Year Estimates).

Planning & Capacity Building Projects Category: Funding Targets (5% of regional funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265
Total	100%	\$5,903
<i>*Population estimates based on American Community Survey 2022 1-Year Estimates</i> <i>**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.</i>		

If SCAG does not receive sufficient applications from each county to meet the Planning & Capacity Building funding targets outlined above, the county transportation commission may choose to allocate those funds towards the Implementation Project category.

For Planning & Capacity Building applications submitted through the statewide call for projects:

- SCAG will consider funding all unsuccessful Non-infrastructure, Quick-Build, and Plans applications submitted at the statewide level.
- The Non-Infrastructure, Quick-Build, and Plans applications submitted to the statewide competition will not be re-scored by SCAG. The initial score provided by the CTC shall be used in ranking the project against projects submitted through the supplemental call for projects.
- Non-infrastructure and Quick-Build projects awards will be capped at \$900k. If the funding request exceeds the \$900k cap, the project applicant will be required to provide matching funds to fully fund the project, or for Non-infrastructure projects, the project balance could be awarded through the Implementation projects category. Alternatively, the county transportation commission may fully fund the Non-infrastructure project as part of the Implementation projects category, if the project merits award through the process outlined above.
- Planning project awards will be capped at \$500,000. If the funding request exceeds \$500,000, the project applicant will be required to provide matching funds to fully fund the project. Since county transportation commissions may partially or fully fund Non-infrastructure projects through the Implementation projects category, the distribution of

funding for Plans is flexible across counties as long as funding for Plans does not exceed 2% of regional funds and Implementation projects account for at least 95% of regional funds.

Supplemental (Sustainable Communities Program) Call for Projects

The ATP regional funds for Planning & Capacity Building projects are bolstered by a federal Safe Streets and Roads for All (SS4A) grant, which provides \$4.515 million for quick-build projects by leveraging \$3 million of ATP regional funds as matching funds for a total of \$7.515 million for quick-build projects. The ATP regional matching funds will be provided by each county's Planning & Capacity Building ATP regional funding targets commensurate with the amount of quick-build project applications received and selected for funding. Therefore, if a county does not have any quick-build applications forwarded to the regional component from the statewide component or any quick-build applications submitted to the supplemental call for projects, then none of that county's ATP regional funds will be leveraged as matching funds for the SS4A grant funds.

The supplemental call for projects, administered through SCAG's Sustainable Communities Program Active Transportation & Safety (SCP-ATS) component will be developed as follows:

- SCAG will develop SCP-ATS Guidelines, in consultation with the ATP subcommittee, consistent with the parameters established by the Regional Guidelines.
- The SCP-ATS Guidelines will include the same definition of DACs as used by the CTC in the statewide planning selection process and PECs as used by SCAG in the regional component.
- All Planning projects funded by ATP shall satisfy the CTC's requirements for the use of planning funds, including DAC requirements.
- Consistent with the Planning & Capacity Building applications forwarded from the statewide competition, SCAG will cap funding requests to \$900,000 for Quick-Build applications and \$500,000 for Planning applications.
- The SCP-ATS scoring criteria and associated points available for all project and application types will be as follows:
 - Mobility Benefit—Potential to increase walking/biking (0-25 points)
 - Safety Benefit—Potential to reduce the number and risk of pedestrian and bicycle fatalities and injury (0-35 points)
 - Public Health (0-10 points)
 - Disadvantaged Communities (0-10 points)
 - Public Participation (0-15 points)
 - Cost Effectiveness (0-5 points)

- In consultation with the county transportation commissions and input from ATP stakeholders, such as SCAG’s Safe and Active Streets Working Group, SCAG will develop guidelines and applications for Quick-Build projects and Plans. Each application will be closely aligned with and aim to focus resources on the implementation of regional active transportation programs and strategies described in Connect SoCal 2024.

To establish a preliminary Planning & Capacity Building project list, applications from the supplemental call for projects and statewide call for projects will be ranked by county and prioritized by score. Funds will then be recommended to projects in consideration of the following principles:

- The total ATP funding recommended in this category will not exceed 5% of the total Regional Program.
- The total ATP funding for Planning projects, which shall be located in DACs/PECs, shall not exceed 2% of the total Regional Program.
- A minimum of \$7.515 million will be allocated for quick-build projects.
- Geographic equity shall be pursued and assessed programmatically across all funding sources programmed through the SCP-ATS with an effort to target investments in high need areas/communities.

Recommended Regional Program

SCAG shall create a draft Regional Program that incorporates the preliminary project lists from the Implementation and Planning & Capacity Building project categories.

SCAG will analyze the draft Regional Program to ensure it meets the DAC requirements by allocating at least 25% to projects benefiting DACs (as defined by the Statewide Guidelines) or Priority Equity Communities (PECs).

If the total is less than 25%, SCAG will modify the preliminary regional project list to ensure the 25% mark is achieved, as follows:

- The lowest scoring project on the preliminary regional project list may be replaced with the highest scoring, funding-eligible DAC/PEC project within the same county. If the county has no other eligible DAC/PEC projects, the lowest scoring project on the preliminary regional project list shall be replaced with the highest scoring, funding-eligible DAC/PEC project(s) from the region.
- This process will be repeated until the 25% target is met.

- This process may lead to an outcome where a county receives less than its population-based share of the funding but is necessary to ensure the DAC requirements for the Regional Program are met.

For ease of administration, SCAG may, with the project sponsor's permission, consolidate one or more of the projects on the Planning & Capacity Building project list into a Regional Planning & Capacity Building project to be administered by SCAG on behalf of the sponsoring agencies. If sponsoring agencies choose to be part of the consolidated project, a five percent (5%) fee for administrative service will be included as a task in the project and SCAG will transfer the necessary project information to Caltrans for incorporation into the ATP project list.

The final recommended Regional Program will be reviewed by the county transportation commissions, Caltrans, and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program recommendations to the Chief Executive Officers (CEOs) of the county transportation commissions and boards, SCAG's Regional Council, and CTC for approval.

With consensus from the county transportation commission CEOs or their designees, SCAG's Executive Director may make technical changes to the program as needed to ensure the timely delivery of the regionally-selected projects.

Programming

Fund Assignments

SCAG is required to recommend the funding assignments for all projects proposed for funding in the Regional Program. The programming years for the 2025 ATP are State Fiscal Years 2025/26 to 2028/29. Per the Statewide Guidelines, the ATP must be developed consistent with the fund estimate and the amount programmed by fiscal year must not exceed the amount identified in the fund estimate. SCAG will aim to program in a fiscally-constrained manner. SCAG is also required to recommend the funding source for each project, such that the program as a whole aligns with the fund estimate for each programming year. In meeting these requirements, SCAG will adhere to the following process and guiding principles:

- Funding assignments will be made by SCAG and the county transportation commissions through a collaborative decision-making process.
- Funding assignments will be made to best align the funding source with the project type, size, and sponsors' capacity for obligating federal funds; therefore, federal and state funds will not be equally distributed in each county.

- State funds will be programmed to address the following regional objectives, listed in order of priority:
 - Reduce administrative burden for Planning & Capacity Building projects and projects requesting less than \$3.5M.
 - Completion of California Environmental Quality Act (CEQA) priorities projects for state only funding.
 - Expedite delivery of pre-construction phases of projects to ensure timely delivery of projects funded for multiple phases.

Partial Awards

- County transportation commissions will be responsible for recommending partial awards for Implementation projects.
- SCAG and the county transportation commissions will only consider partial awards if the project sponsor meets one of the following requirements:
 - The applicant provides funds through additional sources to fully fund the project or phase of work requested.
 - The applicant demonstrates the means by which it intends to fund the construction of a useable segment, consistent with the Regional Transportation Plan (RTP).
 - The applicant downsizes the project scope in a manner such that the “new” project would receive the same scores or ranking as the originally proposed project. The ATP Subcommittee will determine the eligibility of a downsized project scope based on the representative county transportation commission’s request. The request shall include:
 - An explanation of the proposed scope change.
 - The reason for the proposed scope change.
 - The impact which the proposed scope change would have on the overall cost of the project.
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
 - An explanation of the methodology used to develop the aforementioned estimates.

- For projects that fall into the Large Infrastructure category as defined in Statewide Guidelines, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment or phase of work, consistent with the RTP.
 - Uncommitted funds may only be from ATP, Local Partnership Program (formulaic or competitive), or federal discretionary grant program funds. The applicant must indicate its plan for securing a funding commitment, explain the risk of not securing that commitment, and identify its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments for that phase must be secured prior to July 1 of the fiscal year in which the project is programmed or the project will be removed from the program.
- If funding is made available (i.e., due to an ineligible project determination), the available funding will be prioritized for a threshold project receiving a partial award within the county where the funding was awarded initially. If the available funding exceeds the amount needed for fully funding the partial award, the surplus shall be made to the highest scoring project on the contingency list within the county where the funding was initially awarded. The surplus may also be made available for a partial award in another county, pending approval of the ATP Subcommittee.

Fund Balance & Contingency List

Any funds that are not assigned by SCAG to projects in the Regional Program will be returned to the state and incorporated into the fund estimate for subsequent ATP cycles. To maximize funds available in the region, the following steps will be pursued:

- The initial recommended Regional Program to the CTC will identify projects that program 100% of the region's share of ATP funds. If a balance exists after each county has exhausted to the greatest extent possible its Implementation and Planning & Capacity Building projects funding targets, SCAG, in consultation with the county transportation commissions, will recommend the fund balance be awarded to fully or partially fund the highest scoring and/or shovel ready "contingency" project(s) (see below) across all counties.
- If the final project on a county's list exceeds the county's ATP funding target, the county transportation commission may work with the project sponsor to explore the feasibility of a partial award, as noted above. If a partial award is determined to be insufficient and infeasible, the county transportation commission may recommend fully or partially funding to the subsequent highest scoring projects on the county's list.

- The recommended Regional Program will include a contingency list of Implementation and Planning & Capacity Building projects that will be in place until the next cycle of ATP funding. Implementation projects will be ranked in priority order based on the county transportation commission's evaluation scoring. Planning & Capacity Building projects will be ranked in priority order based on the project's statewide evaluation score. SCAG intends to fund projects on the contingency list should there be any project failures or savings in the Regional Program. When a contingency project is advanced for funding due to project failure from the Implementation list of projects, SCAG, in consultation with the county transportation commissions, will strive to replace the failed project with a project from the same county from the Implementation list. When a contingency project is advanced for funding due to project failure from the Planning & Capacity Building list of projects, SCAG, in consultation with the county transportation commissions, will strive to replace the failed project with a project from the same county from the Planning & Capacity Building list. In recommending replacement projects, SCAG and the county transportation commission may consider both project ranking and project readiness. If contingency projects are not amended into the program, they will remain unfunded and project sponsors may resubmit them for future ATP cycles.
- SCAG and/or the county transportation commissions are encouraged to review the initial project work schedule to determine timeline feasibility and propose revisions where necessary.

Program Amendments

The Regional Guidelines allow SCAG to amend the Regional Program to remove and advance projects. An annual report, as necessary, will be provided to the Regional Council on program amendments. Amendments to the Regional Program may occur under the following conditions and in the following manner:

- Program amendments may only take place after the adoption of the Regional Program and before the adoption of the subsequent Regional Program, as outlined in the Contingency section above.
- If project design, right-of-way, or construction are programmed before the implementing agency completes the environmental process and following completion of the environmental process, updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, then future funding for the project may be deleted from the program. It is the responsibility of the county transportation commission to recommend to SCAG that the project be deleted from the program if warranted. The county transportation

commission that recommends project deletion may, in a reasonable timeframe, recommend replacing the deleted project with a project on the Contingency List.

- If a county transportation commission recommends deletion of a project and has not identified a replacement project for the contingency list in a reasonable timeframe, then SCAG will collaborate with the county transportation commissions to identify a suitable replacement project from the region-wide contingency list and amend the project into the Regional Program.
- In order to ensure the timely use of all program funds, the CTC will consider allocating funds to projects programmed in a future fiscal year on a first-come, first-served basis. SCAG will recommend approval of an advancement request if the project is:
 - A Planning project and SCAG deems the project ready for allocation (see Allocation, below); or
 - An Implementation project, and the county transportation commission recommends advancement of the project.

All Program amendments must be approved by the CTC following recommendations from SCAG and the county transportation commissions.

FTIP Amendments

All projects funded by the 2025 Regional Program must be amended into the Federal Transportation Improvement Program (FTIP).

- The county transportation commissions will be responsible for programming their respective Implementation and Planning & Capacity Building projects into the FTIP.
 - Projects that are regionally significant and Transportation Control Measures (TCM) must be individually listed in the FTIP by the county transportation commission.
 - Projects that are not regionally significant or TCMs may be entered as a group listing by project function, using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. For further information on Grouped Project Listings, please refer to the 2025 FTIP Guidelines ([2025 Federal Transportation Improvement Program \(FTIP\) Guidelines, November 2023 \(ca.gov\)](#), pages 99 – 120).
- SCAG shall be responsible for programming projects administered by SCAG into the FTIP.
- The county transportation commissions and SCAG shall aim to program all 2025 ATP projects, regardless of programming year, in the 2025 FTIP amendment cycle.

Allocation

The Statewide Guidelines defers to the Regional Guidelines for concurrence or recommendation letters for all allocation requests for projects funded in the MPO component. SCAG shall defer this responsibility to the county transportation commissions for all projects, except for those selected through the SCP-ATS and managed by SCAG, and delegates providing concurrence on project requests for allocations and time extensions and ensuring project are consistent with FTIP programming to respective county transportation commissions.

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines were adopted in October 2017 and are on the [CTC's website](#).

Project Delivery

Per the Statewide Guidelines, ATP allocations are requested by project phase, and each allocation must be requested in the fiscal year that the phase is programmed. When funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the funds will lapse, and the phase will be deleted from the ATP. Refer to the ATP Statewide Guidelines and the [Caltrans ATP Timely Use of Funds](#) resources for complete project delivery requirements.

Extension requests for a project in the SCAG Regional Program must include concurrence by county transportation commissions.

Caltrans will track the delivery of ATP projects and submit to the CTC a semiannual report showing the delivery of each project phase. SCAG will analyze these reports to identify project delivery issues in the SCAG region and work with the county transportation commissions and the project sponsor to resolve any issues.

Project Scope Change

In the event that a project requires a scope change, the project sponsor shall submit a request for scope or budget change to SCAG and the responsible county transportation commission for review and approval. The request for scope change shall include:

- An estimate of the impact of the proposed scope change on benefits to disadvantaged communities, if applicable (increase or decrease in benefit).
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.

- How the scope change impacts the project schedule.
- For projects in which the original ATP scope has been or will be completed through a different project or funding source, the implementing agency must submit an explanation of the overlapping scopes of the projects and/or change in funding source. If the scope change is approved, the agency must continue to report on any items that were in the original ATP scope but were or will be completed through a different project or funding source.
- Identification of any funding sources used to complete the project that were not included in the project application.
- Identification of any savings expected due to a reduced or modified scope.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.

Following recommendation from SCAG and the county transportation commissions, all scope changes must be approved by the CTC.

Project Reporting

The ATP adheres to the program accountability requirements set forth in the SB 1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP. All implementing agencies must submit quarterly progress reports, a completion report, and a final delivery report to Caltrans. Implementing agencies should refer to the [Caltrans ATP Project Reporting website](#) for details, which provides links and guidance to CalSMART, the reporting platform for all projects except for Quick-Build projects, which require a separate reporting form (see under “Quarterly Progress Reporting”).

Schedule

Action	Date
CTC adopts ATP State Guidelines	March 22, 2024
Statewide call for projects opens	March 22, 2024
SCAG Regional Council (RC) adopts draft ATP Regional Guidelines	April 4, 2024
Draft Regional Guidelines submitted to CTC	May 10, 2024
SCAG RC adopts SCP-ATS guidelines	June 6, 2024
SCP-ATS call for projects opens	June 6, 2024
Statewide call for projects close (postmark date)	June 17, 2024
CTC approves or rejects Regional Guidelines	June 27, 2024
SCP-ATS call for projects closes	September 27, 2024
CTC shares recommendations for statewide and small urban and rural projects	November 1, 2024
CTC adopts statewide and small urban and rural projects	December 5, 2024
County transportation commissions' 20-point scoring methodology submitted to SCAG	February 5, 2024
County transportation commissions submit recommended project lists to SCAG	February 5, 2025
Project PPRs for partially funded projects due to SCAG	February 5, 2025
Draft Regional Program submitted to CTC	February 21, 2025
SCAG RC adopts SCAG Regional Program	April 3, 2025
Final Regional Program submitted to CTC	April 22, 2025
CTC adopts Regional Program	June 2025

Contact Information

Agency/County	Staff Name	Staff Email
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Imperial	Marlene Flores	MarleneFlores@imperialctc.org
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Riverside	Jenny Chan	JChan@rctc.org
San Bernardino	Ginger Koblasz	GKoblasz@gosbcta.com
Ventura	Heather Miller	HMiller@goventura.org

RESOLUTION NO. 24-664-4

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING
THE 2025 ACTIVE TRANSPORTATION PROGRAM (ATP) REGIONAL
GUIDELINES**

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. § 5303 et seq.;

WHEREAS, the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking;

WHEREAS, Streets and Highways Code Section 2382(k) allows the California Transportation Commission (Commission) to adopt separate guidelines for the metropolitan planning organizations charged with awarding funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection;

WHEREAS, the Active Transportation Program Guidelines (Resolution G-24-31) requires the Commission to adopt a metropolitan planning organization's use of project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities when differing from the statewide guidelines adopted by the Commission on March 21, 2024;

WHEREAS, SCAG developed the Regional Program Guidelines with input from the six Southern California county transportation commissions to govern award of projects funded through the SCAG Regional Program;

WHEREAS, the Active Transportation Program Guidelines require metropolitan planning organizations to submit their ATP Regional Guidelines to the Commission by May 10, 2024;

WHEREAS, attached with this Resolution as Exhibit "A" is SCAG's 2025 Active Transportation Program Regional Guidelines; and

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council of the Southern California Association of Governments, that it approves SCAG's 2025 Active Transportation Program Regional Guidelines.

BE IT FURTHER RESOLVED THAT:

1. The Regional Council authorizes SCAG staff to submit the 2025 Active Transportation Regional Guidelines to the California Transportation Commission for approval.

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at its regular meeting this 4th day of April, 2024.

Art Brown
President, SCAG
City of Buena Park

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Jeffery Elder
Chief Counsel



Cycle 7 Active Transportation Program (ATP): Regional Guidelines

Transportation Committee
April 4, 2024

WWW.SCAG.CA.GOV

Cycle 7 ATP: Funding

- Programs four years of funds: FY25/26 to FY28/29
- Approximately **\$569M** funding statewide
 - 50% Statewide
 - 10% to Small Urban & Rural
 - 40% to MPOs with 200,000+ population
- SCAG's regional share is approximately **\$118M** over four years

Cycle 7 ATP: Guidelines Development

- Regional guidelines developed by ATP subcommittee:
 - SCAG staff
 - Representatives from six county transportation commissions
- Shaped by State ATP guidelines and regional priorities

Cycle 7 ATP: Funding Distribution

- 95% of regional funds to Implementation Projects:
 - Infrastructure, Non-infrastructure, and Combination (I+NI)
 - Approximately \$112M over four years

County	Population	Funding Amount (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034

Cycle 7 ATP: Funding Distribution

- 5% of regional funds to Planning & Capacity Building Projects:
 - Planning, Non-infrastructure, and Quick-Build projects
 - Approximately \$5.9M over four years

County	Population	Funding Amount (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265

Cycle 7 ATP: Additional Federal Funding

- Planning & Capacity Building ATP regional funds bolstered by a federal Safe Streets and Roads for All (SS4A) grant
 - \$4.5M SS4A + \$3M ATP regional match = \$7.5M for quick-build projects
 - Each county's Planning & Capacity Building funds will provide match reflecting number of project applications submitted and selected for funding
- Quick-builds are interim capital improvement projects:
 - Use durable, low to medium cost elements
 - Address safety issues and needs in near-term
 - Test out project designs for feasibility, effectiveness, and community feedback

Quick-Build Examples



*El Monte Quick-Build
curb extension*



*Los Angeles Quick-Build
hardened center line, student valet*



*Ojai Quick Build
planter-protected bike lane*

Cycle 7 ATP: Sustainable Communities Program

- Under Planning & Capacity Building, SCAG will issue supplemental call for projects through Sustainable Communities Program Active Transportation & Safety component (SCP-ATS)
- SCP-ATS aims to align resources with Connect SoCal 2024 implementation
- SCP-ATS guidelines and call for projects will be brought to TC and RC later this year

ATP Cycle 7 Schedule: Key Dates

2024

- March 21 – June 17: Statewide ATP call for projects
- April 4: SCAG adopts Regional ATP Guidelines
- May 10: SCAG submits Regional ATP Guidelines to CTC
- June 6 (tentative): SCAG adopts SCP-ATS Guidelines
- June 6 – September 27 (tentative): SCP-ATS Call for Projects
- December 5: CTC adopts Statewide Projects

ATP Cycle 7 Schedule: Key Dates

2025

- February 21: SCAG submits draft recommended regional projects to CTC
- March: SCAG TC recommends approval of regional projects
- April: SCAG RC recommends approval of regional projects
- June: CTC adopts regional projects



THANK YOU!

For more information, please visit:
<https://scag.ca.gov/active-transportation>

V. REPORTS

REPORTS

- A. ICTC/LTA/IVRMA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALIFORNIA DEPARTMENT OF TRANSPORTATION-DISTRICT 11
- D. COMMITTEE MEMBER REPORTS



IMPERIAL COUNTY
TRANSPORTATION COMMISSION

1503 N IMPERIAL AVE SUITE 104

EL CENTRO, CA 92243-2875

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Memorandum

Date: August 28, 2024
To: ICTC Commission Members
From: David Aguirre, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Commission meeting on August 28, 2024.

- 1) **Active Transportation Program, Cycle 7:** The California Transportation Commission (CTC) has released the Active Transportation Program (ATP) guidelines as of March 22, 2024. Approximately \$568 Million funding will be available for fiscal years 2025/26 through 2028/29 statewide. **Applications were due to the CTC by June 17, 2024.** Imperial County applicants were asked to submit a copy of their applications to the Imperial County Transportation Commission (ICTC). For a copy of the adopted ATP guidelines please refer to Active Transportation Program Guidelines directly at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>.

In addition, only applicants that submit applications to the statewide ATP will be eligible for Regional ATP funds. Imperial County anticipates approximately \$1.1 million in ATP Cycle 7 Regional Funds will be available for all applicants that are not successful in the statewide call. There might also be additional funding available for quick build type projects. ICTC staff have developed an ATP factsheet for reference to both funding opportunities. Also, the Regional Active Transportation Plan adopted by ICTC is a valuable resource for agencies seeking funding through ATP Cycle 7. The document outlines priorities for each jurisdiction within Imperial County and was developed with significant input from the public. This input likely reflects the needs and preferences of the local community, making it a valuable tool for agencies seeking to align their grant proposals with the region's priorities. The ATP document is on the ICTC website at https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP_Final-Document_2022.02.28_Reduced-Size.pdf

ICTC received correspondence indicating five (5) applications for the Imperial County Region. Applications were submitted by the City of El Centro, Imperial County Office of Education, Heber Public Utility District, City of Calipatria and City of Holtville.

As a result of the State of California's budget deficit the ATP program overall funding was reduced significantly. Funding was anticipated to be \$568 Million overall but was ultimately reduced to approximately \$168 Million. Also, because of the budget deficit and associated cuts, the anticipated Imperial County Regional Share was reduced to approximately \$300k. More information is to come pertaining to State and Regional Share awards.

- 2) **2024 Local Partnership Program, Cycle 5:** *The Road Repair and Accountability Act of 2017 (Senate Bill 1) created the Local Partnership Program (LPP) as a program to reward and incentivize local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The program is implemented by the California Transportation*

Commission (CTC). The CTC adopted the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. As a result of the adoption of the Cycle 5 Guidelines the Call for Projects has opened. The LPP Grant funds require a one-to-one match. The Imperial County Region’s estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million. There is also a competitive program that is administered by the CTC. Guidelines for the program can be found at <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>

In the past call for projects, ICTC staff proposed options to TAC members for the distribution of the LPP funds. The distribution calculations proposed were Option 1- Population and Maintained Mileage Based Distribution and Option 2- Using a Flat Distribution in addition to Population and Maintained Mileage Distributions. The proposed distribution is similar to the Local Transportation Authority (LTA) formula distribution. Once TAC members review and recommend one of the Proposed Distribution plans, the intention is to forward the recommended distribution plan to the Commission for approval and to authorize ICTC to open the Call for Projects for the Local Partnership Formulaic Program Cycle 5.

The Competitive Call for Projects for the CTC is anticipated to open on August 16, 2024, with a deadline of November 20, 2024.

- 3) **ICTC/IVT Operations and Maintenance Facility:** ICTC staff has engaged with the proposed property owner’s representative about ICTC’s interest in the property. ICTC has also communicated with the city of El Centro regarding action items that would need to take place to facilitate the goal of the project. ICTC has also communicated with grant agencies and our Zero Emission Bus Plan engineering consultant to develop a preliminary site plan of the proposed improvements. Next steps include executing a Letter of Intent with the property owner, continuing coordination with the city of El Centro, and to begin conducting the required environmental studies like a Phase 1 Site Assessment. ICTC will also continue to work on grant opportunities to fund the acquisition of the property. The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project.
- 4) **Niland Bus Stop Implementation and Improvements:** ICTC staff has evaluated a few locations that may be suitable to integrate a potential bus stop. ICTC will continue to evaluate proposed locations and look for opportunities to potentially integrate the additional stop into its existing route.
- 5) **Community Project Funding/Congressionally Directed Spending (CPFCDs):** ICTC recently received an award of 4.1 million dollars to be utilized towards the Calexico Intermodal Transportation Center Project. The project has already received awards from the RAISE, ATP and REAP 2.0 programs. We would like to thank our local, State and Federal Partners and Congressman Raul Ruiz for their continued support of the project, ICTC and the Imperial County. ICTC would also like to congratulate the cities of Imperial and El Centro, the County of Imperial and the Imperial Irrigation District on their awards. *ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.*
- 6) **Surface Transportation Block Grant Program (STBG), Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality Program (CMAQ) 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:** The STBG, CRP and CMAQ Call for Projects began on November 9, 2023. Applications were due on Friday, January 26, 2024, at the ICTC office. All agencies were provided guideline documentation were encouraged to submit potential projects.

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial	\$388,000
STBG	City of Imperial, City of Brawley and City of El Centro	\$2,416,000
CRP	ICTC – City of Imperial	\$1,083,000

Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal

process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receiving funding. The project list is as follows:

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial – Aten Blvd Sidewalk Installation Phases 1 through 3	\$388,000
STBG	City of Imperial – P Street Rehab	\$519,000
STBG	City of El Centro – S. Imperial Avenue Utility Relocations	\$520,000
STBG	City of Brawley – Western Avenue Improvements	\$599,000
CRP	ICTC – EV Charger Study	\$150,000
CRP	City of Imperial – EV Charger Installation Phases 1 and 2	\$622,000

ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP). *Several projects have already started development for use of the grant funds.*

- 7) **Imperial Valley Transit and Associated Services Operations and Maintenance Request for Proposals:** *ICTC's existing agreement with its current operator (Transdev) has concluded. As required by federal law, ICTC issued a Request for Proposals (RFP) to qualified transit operations and maintenance operators. The RFP was issued on February 16th, 2024. The new agreement will be for a 5-year fixed period with two additional single-year options. ICTC received multiple responses to its RFP and ultimately ICTC awarded the agreement to Transdev, services continue to be provided and ICTC Staff is working with Transdev staff to strategically improve services.*
- 8) **Imperial County EV Charging Infrastructure Feasibility Study** – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. *Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.*
- 9) **Calexico East Port of Entry Bridge Widening Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes to widen the existing structure by adding four lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Caltrans as the NEPA lead are in progress and is scheduled for completion in May 2020. In December 2018, ICTC was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC subsequently received TCEP in the amount of \$7.4 Million for construction efforts. The design portion of the project is complete. The project construction is underway, and construction was anticipated to be completed at the beginning of 2023 but suffered delays due to the issuance of the presidential permit. Approximately 87% of construction efforts have been completed. The project was temporarily placed on hold for 6 months due to the issuance of the presidential permit to relocate the border fence. The Presidential Permit was received on July 7, 2023. On November 15, 2023, GSA, ICTC, and regional partners celebrated the completion of Stage 1 of the project with a Ribbon Cutting celebration. ICTC Executive Director David Aguirre led the ceremony. Speakers included ICTC Chair Mike Goodsell, CBP Calexico Port Director Roque Caza, GSA Pacific

Rim Region Public Buildings Service Deputy Regional Commissioner Amanda Sweeney, FHWA Senior Project Engineer Tay Dam, Caltrans District 11's South County and Trade Corridor Director Nikki Tiongco, CTC Commissioner Clarissa Reyes Falcon, and Head Counsel of the Mexican Consulate in Calexico Tarcisio Montes de Oca. The event concluded with the anticipated Ribbon Cutting followed by media opportunities. For additional information regarding this project visit the ICTC website at: <https://www.imperialctc.org/projects/calexico-east-port-of-entry-bridge-expansion>. *Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project construction efforts are now complete and the project is now in closeout phase.*

- 10) **Imperial Mexicali Binational Alliance (IMBA):** *An IMBA meeting and strategic planning session was held in the City of Mexicali's Preparatoria y Universidad 16 de Septiembre, on January 16, 2024. At the strategic planning meeting, the committee developed the schedule for the year. The following are the remaining dates scheduled for IMBA in 2024.*
 - **September 12th – Mexicali**
 - **November 14th (Strategic Planning and IMBA meetings) – Imperial County**
- 11) **Imperial Valley Transit (IVT) FREE FARES PROGRAM:** *On August 7, 2020, the Imperial County Transportation Commission (ICTC) announced the implementation of a Free Fares Program for various Imperial Valley Transit (IVT) services. Eligible services include IVT Fixed Route, IVT Circulators (Blue, Green and Gold Lines), IVT ACCESS and IVT RIDE (EL Centro, Imperial, Heber, Brawley, Calexico, Westshores). All passengers are eligible to benefit from the Free Fares Program. The fares are subsidized by a State of California grant and fare contributions to IVT RIDE passengers by the County of Imperial's Area Agency for the Aging (AAA). ICTC was able to secure a new grant to provide free fares for all its transit programs. Due to the previous labor issues, ICTC implemented free fares for all services to assist with the inconvenience to the public. The labor issues have since been resolved but ICTC will continue to offer free fares to the public until further notice. ICTC was also able to secure a second grant to provide free fares for all services with the exception of the Calexico On Demand service. The free fares program ended in June with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, prior to the Commission Meeting.*
- 12) **IVT Ride Potential Service Modifications:** *IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial and Brawley. The service primarily operates in an intracity capacity with the exception of the communities of El Centro, Imperial and Heber and the Westshores service which travels to the city of Brawley or the Coachella Valley. The Westshores service is also available to the general public. Due to continuing declining ridership on all IVT Ride services, staff are exploring the possibility of modifying the service to provide trips to the general public but still provide priority to the senior population. The possible modification would enable the service to capture additional passengers and implement a microtransit like service in various communities. The possible modification would also require financial investment in technology and the development of a passenger web and mobile application. Staff anticipates bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service.*
- 13) **Calexico Intermodal Transportation Center (ITC):** *A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to private bus companies, taxis and farm labor buses. ICTC previously received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. The environmental and design phase has been completed. Right of Way Acquisition is underway. ICTC has already acquired 2 of the required 3 properties for the project. The City of Calexico Council approved the commencement of the eminent domain process for two of the required properties. ICTC was recently awarded multiple grants to complete the required construction efforts for the project. ICTC received grant awards from the Regional Early Action Planning (REAP) 2.0, Active Transportation Program (ATP) and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Programs. Due to the anticipated State budget deficit, REAP 2.0 funding may be impacted.*

SCAG is working to ensure that the REAP 2.0 funding is not negatively impacted. ICTC is working with SCAG to identify possible alternative funding sources in the interim.

It is anticipated that the project will start construction in October 2024. The final set of contract documents are being prepared in anticipation of the construction bidding phase.

- 14) **Bus Stop Improvement Project:** Staff are working on developing a bus stop improvement project across multiple cities throughout the county. The project consists of installing various bus shelters and potentially other amenities. ICTC will be coordinating with the various cities to complete the development. *ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the new few months.*
- 15) **Transit Comprehensive Operational Analysis –** Staff was able to secure grant funding to complete a Transit Comprehensive Operational Analysis (COA). The COA is a comprehensive evaluation of ICTC’s existing transit services while also presenting evaluation findings and recommendations to further improvement of ICTC’s existing public transit system. ICTC intends to evaluate all ICTC operated services in addition to incorporating an assessment of the feasibility of intercity passenger rail. ***Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.***
- 16) **EV Charger Installation Project:** Staff are working on developing an EV charger installation project across multiple cities throughout the county. ICTC will be coordinating with the various cities to complete the development. *It is anticipated that the project will be completed within FY23-24/FY24-25.*
- 17) **2022 Long Range Transportation Plan:** The ICTC in its capacity as the Regional Transportation Planning Agency is responsible for leading the Long Range Transportation Plan (LRTP) in Imperial County. The last update to the LRTP was conducted in 2013. ICTC staff completed a Request for Proposal (RFP) to prepare a full update of the Imperial County LRTP. Michael Baker International was the selected consultant. The process took around 18 months to complete, and included various outreach activities including several pop-up events, technical and stakeholder meetings. The final LRTP document adoption took place in the month of February 2024. The completed document and project listings are posted on the ICTC website for review and download, at <https://www.imperialctc.org/publications-and-reports/transportation-plans-and-studies>.
- 18) **Forrester Road Project Study Report (PSR):** Caltrans District 11 has been working on a project report on behalf of ICTC. The PSR will analyze safety and operation improvements along Forrester Road between I-8 and SR86/SR78. Other improvements include the Westmorland bypass. A meeting to discuss the draft PSR took place at the ICTC offices on Wednesday, March 29, 2023, at 9 a.m. Further updates to the PSR are anticipated along with additional meetings to discuss the updated PSR. *The updated PSR was recently completed, the PSR will be presented to the commission at an upcoming commission meeting.*
- 19) **Calexico Microtransit Service – Calexico On Demand:** ICTC submitted a grant application for the Clean Mobility Options (CMO) program in October of 2020. The grant application was submitted to provide a clean energy microtransit service in the city of Calexico. In early 2021, ICTC was notified of its grant award of \$1 Million to fund the pilot microtransit service. The microtransit service will operate as an on-demand service available to provide trips to the general public within the boundaries of the city of Calexico. The award required that ICTC fund and operate the service for a minimum of 4 years. ICTC partnered with Via Transportation, an experienced transportation operator to operate the service. ICTC and Via began the development of the project including service criteria, marketing information, and operational criteria. ICTC obtained approval from the CMO program to commence the service. ICTC kicked off the service on January 9th, 2023, and intends to have a formal event to celebrate the kickoff of the service as soon as approval is received by the CMO. The service was free for all passengers until February 9th, 2023. Further information about the service can be viewed on the website: <https://city.ridewithvia.com/calexico-ondemand>. *The service has averaged 180 passengers per day since the removal of the free fares and has been well received. ICTC has been working with CMO to obtain additional funding for the project. ICTC was awarded an additional \$500,000 to be utilized for operations of the service*

and additional service hours. The contract amendment with the operator was approved at the June 23, 2024 meeting. ICTC is pursuing additional grant opportunities to continue to fund the project.

- 20) **State Route 86 (Northbound) Border Patrol Checkpoint:** State Route 86 (Northbound) Border Patrol Checkpoint: In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017; staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Following our ICTC Board meeting in late September 2020, ICTC has initiated a traffic study as required by Caltrans. Design work has been delayed due to Border Patrol's concern related to their ability to provide additional funding necessary to meet their operational requirements. On Wednesday, March 17, 2021, ICTC received confirmation from Border Patrol Headquarters in Washington D.C. that they wish to proceed with the original Canopy Design that is similar to Interstate 8 Pine Valley Checkpoint.

As discussed, and confirmed with Border Patrol, ICTC will only provide the remaining funds we had available (February 2021) of approximately \$1.3 million to complete the traffic study, 100% design plans, and construction of the canopy, lighting related to the canopy, and traffic related improvements required by Caltrans. Border Patrol is committed to paying for all other construction-related costs and Border Patrol will lead the construction contract. Border Patrol, Caltrans and ICTC are having weekly meetings toward completing design plans. CBP will be working with Caltrans to obtain environmental clearance once funding for construction is obtained. The improvement plans have been prepared in final draft form and have been submitted to Caltrans for review. Caltrans has provided review comments on the project improvement plans. ICTC will work with the design engineer to complete the required updates. Environmental studies and Caltrans submittal are pending submittal by CBP.

- 21) **Bus Stop along Cole Road west of Highway 111 in the City of Calexico:** *ICTC received a request through its Unmet Transit Needs Public Hearing Process asking for the installation of bus stop improvements along Cole Road west of Highway 111 in the City of Calexico. ICTC and the City of Calexico were able to work together to have the bus shelter and associated infrastructure improvements installed. The bus stop is now open for public use.*
- 22) **Clean California Bus Stop Improvement Project:** Through Clean California Round 1 Funding, Caltrans was able to secure funding to complete bus stop and shelter improvements in the communities of Niland, Calipatria, Brawley and Holtville along various state routes. Caltrans, ICTC and the communities worked together to identify locations, in addition to reviewing possible secondary amenities such as trash enclosures. Construction activities for the new bus stop improvements began on March 13, 2023. The project bus stop improvements were completed in November/December 2023. The final set of bus stop improvements were completed in the city of Brawley in late March/early April 2024.
- 23) **Funding for Phase II of the Calexico West Port of Entry:** As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion now scheduled for July 2018. Phase 2A was awarded in the amount of \$191million and will include six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. *Funding for phase 2B was awarded in the amount of \$103.4 million. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated investment for the Calexico West POE improvements are \$416.2 million. Construction efforts for the West Port of Entry began in September 2022. GSA recently awarded a new contract for the construction efforts associated with the new pedestrian crossing facility.*
- 24) **Regional Active Transportation Program:** ICTC staff has been working with staff from the Southern California Association of Governments (SCAG) in the development of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools

(SR2S). The approved California Transportation Commission 2023 ATP (Cycle 6) program guidelines divide the funds into state and regional shares. State funds are available through a competitive application process. Applicants that are unsuccessful at the state level are considered for regional funds. Regional ATP funds are administered by the Metropolitan Planning Organizations (MPO). SCAG is Imperial County’s MPO. Per SCAG’s 2023 ATP Regional Guidelines, county transportation commissions may assign up to 20 points to each statewide project application deemed consistent and meeting eligibility requirements. ICTC staff has completed the adoption process of the scoring methodology. ICTC staff received state scoring of ATP applications from Imperial County and presented staff recommendations to TAC members on December 15, 2022. Projects are underway at various stages by the agencies. Staff recommendations were approved at the January Commission meeting. See the table below for further information.

Regional ATP Projects		
Agency	Project Name	Total ATP Funds Requested
City of Calipatria	Bonita Place Pedestrian Safety Project	\$997,000
City of El Centro	Pedestrian Improvement Project – various locations on Main Street	\$1,200,000
ICTC	Pedestrian Improvements for the Calexico Intermodal Transportation Center	\$1,073,000
TOTAL Regional ATP funds		\$3,270,000

- 25) **Orchard Road & SR115 Traffic Concept Report:** During the Commission meeting of September 2022, the Commission asked ICTC staff to follow up on the SR 115 Transportation Concept Report (TCR). ICTC staff has conducted meetings with Caltrans and County Public Works staff during the week of October 17th. ICTC staff in partnership with County and Caltrans staff are continuing discussions for short term options to deter trucks from using Orchard Road. The parties are also expected to discuss long term options as well. More information will be shared as discussions continue.
- 26) **San Diego & Imperial Counties Sustainable Freight Strategy:** San Diego Association of Governments (SANDAG) and ICTC received a Caltrans Sustainable Transportation Planning Grant for a Sustainable Freight Implementation Strategy for both counties. The goal with the strategy is to help transition the freight sector in San Diego and Imperial Counties to sustainable technologies, operations, infrastructure over the next 30 years. The strategy will systematically implement multimodal freight projects and policies, seek to pilot innovation technologies, create a workforce development toolkit, and identify potential funding sources for implementation. The area of study includes communities adjacent to major freight infrastructure in San Diego and Imperial Counties. Environmental justice areas, as defined by AB617, will be a particular focus and include the Portside Environmental Justice Communities, the International Border Community, and Calexico-El Centro-Heber corridor. This plan kicked off in February 2022 and is expected to be completed March 2024. Public engagement has been instrumental in the creation of this strategy, participants of Imperial County have included County Public Works department, Work Force Development, Comité Civico del Valle, Imperial Valley Economic Development Corporation, among others. Strategy outcomes are scheduled to be presented to SANDAG and ICTC groups as well as community organizations such as IMBA and AB617 meetings starting in June in Imperial County.
- 27) **State Route 98 Widening from Ollie to Rockwood:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Boulevard were widened and improved to serve the expansion to the west. Caltrans’ SR-98 work between VV Williams and Ollie Avenue was completed in March 2018, and the Cesar Chavez Blvd. Widening was completed in October 2019. Caltrans has completed the design and right of way phase for SR-98 Widening between Rockwood Avenue and Ollie Avenue. On June 24, 2020, CTC authorized construction funding. The total project cost is estimated at \$7 million using a combination of 2016 Earmark Repurposing, Demonstration, Traffic Congestion Relief, ICTC and local funds. The construction start date was delayed to due to environmental impacts and other utility projects in progress within the project area. Construction of the project began on August 6, 2021. The existing contractor of the project has been removed. Caltrans has secured a new temporary contractor to complete the project improvements from Ollie Avenue to Highway 111. Caltrans completed Phase 1 in late November. *Phase 2 of the project commenced on January 9th, 2023. The portion of the project that consisted of the north side of Highway 98 between Highway 111 and Ollie Avenue has been*

completed. Caltrans recently completed the southeast/northeast side of Highway 98 between Highway 111 and Rockwood Avenue.

- 28) **State and Federal Local funding Obligations:** Projects programmed in Federal Fiscal Year (FFY) 2019/2020 were fully obligated according to Caltrans Local Assistance. Beginning October 1, 2020, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) programmed in FFY 2020/2021. Other state funding also included in the Federal Transportation Improvement Program (FTIP) include the Active Transportation Program (ATP).
- 29) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** According to the California League of Cities, overall local streets and roads allocations to cities and counties from the Highway Users Tax Account (HUTA) and the Road Maintenance and Rehabilitation Account (RMRA) are projected to climb 14.8% in the current fiscal year, 2021-22, above last year, reflecting a rebound from peak impacts of the pandemic in 2020. For the budget year 2022-23, allocations are projected to grow 10.8% over the current year. This presumes that if the scheduled July 1 cost-of-living fuel tax increase is suspended, the Legislature will backfill any revenue impacts to local governments as leaders have pledged. The estimates are based on new statewide tax revenue estimates released by the California Department of Finance with the Governor’s 2022-23 Proposed Budget. The county estimates were prepared in collaboration with the California State Association of Counties.
For RMRA remittance advice by cities visit: https://www.sco.ca.gov/ard_payments_rmra_cities.html
For RMRA remittance advice by counties visit: https://www.sco.ca.gov/ard_payments_rmra_counties.html
- 30) **Funding Opportunities:**
- **LPP Cycle 5 Call-for-Projects:** LPP Cycle 5 is expected to include about \$72M/per year made up of Federal and State funding. The funding/programming years include the 25/26 and 26/27 fiscal years.
 - Schedule and major milestones can be found at: <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>
 - For a complete list of California specific grant opportunities go to <https://www.grants.ca.gov/>.
 - [Fiscal Year \(FY\) 2023 through FY 2026 Bridge Investment Program, Planning and Bridge Project Grants](#)
 - For a complete list of federal transportation grant opportunities go to <https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>.
- 31) **Meetings/trainings attended on behalf of ICTC Executive Director and staff:**
- July 2, 2024 – Veterans & Family Resource Fair (attended by Gustavo Gomez and Priscilla Baca)
 - July 2, 2024 – Master Fund Transfer Agreement for Imperial County Transportation Commission
 - July 9, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
 - July 11, 2024 – IMBA Meeting (attended by Marlene Flores)
 - July 15, 2024 – Advanced Title VI and Public Transit Webinar (attended by Gustavo Gomez)
 - July 18, 2024 – Via/ICTC Executive Business Review Meeting (attended by Gustavo Gomez and David Aguirre)
 - July 23, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
 - July 23, 2024 – FTIP Public Hearings held at the ICTC Office
 - July 25, 2024 – IVRMA TAC Meeting at the ICTC Office
 - July 31, 2024 – SCAG Regional Transit Technical Advisory Committee Meeting
 - August 7, 2024 – Calexico Senior Living Presentation (presented by Priscilla Baca)
 - August 13, 2024 – SCAG & CTC Planning Directors Briefing
 - August 14, 2024 – ICTC Management Committee Meeting at the ICTC office and via Zoom meeting.
 - August 14, 2024 – CSMFO Career Development Committee (attended by Michelle Bastidas)
 - August 15, 2024 – California Transportation Commission (attended by David Aguirre)
 - August 15, 2024 – Mobility Outreach at IVC (attended by Priscilla Baca)
 - August 16, 2024 – California Transportation Commission (attended by David Aguirre)

- August 19-21, 2024 – NTI Training- NTD Reporting (attended by Gustavo Gomez)
- August 20, 2024 – SCAG: Legislative/ Communications & Memberships Committee at the ICTC office
- August 20, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
- August 20, 2024 – CSMFO Career Development Committee (attended by Michelle Bastidas)
- August 22, 2024 – ICTC TAC Meeting at the ICTC office and via Zoom
- August 23, 2024 – Knightscope Imperial SAFE (attended by Michelle Bastidas)
- August 23, 2024 – Imperial County Broadband Planning Committee (attended by Michelle Bastidas)
- August 27, 2024 – M21 Closing Session Prep Meeting (attended by Cristi Lerma)



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
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Memorandum

Date: August 14th, 2024
To: ICTC Committee and Management Meeting
From: David Salgado, Government Affairs Officer (GAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee and Regular Commission meeting for the month of AUGUST 2024.

1. REGIONAL EARLY ACTION PLAN UPDATE

Full Funding Anticipated for REAP 2.0 Grants Following \$231.5 Million Allocation: Following the 2024 Budget Act, the state allocated \$560 million to restore the Regional Early Action Planning (REAP 2.0) grant program. SCAG received a final award of \$231.5 million from the California Department of Housing and Community Development, which represents a reduction of \$14.5 million from SCAG's initial allocation. Despite this reduction, SCAG anticipates full funding for all competitive and formula-based grant awards previously approved by the Regional Council.

This achievement would not have been possible without the collective advocacy efforts of SCAG's many partners. SCAG extends gratitude to everyone involved and to the state legislature and governor for recognizing the critical importance of regional efforts to address the housing affordability crisis. SCAG looks forward to resuming REAP 2.0 projects. For more information about the REAP 2.0 program, visit the [SCAG website](#).

2. SUSTAINABLE COMMUNITIES PROGRAM – ACTIVE TRANSPORTATION AND SAFETY CALL FOR APPLICATIONS GUIDELINES

The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8. Eligible project types include community plans, area plans, and quick-build projects. Funded projects will support Connect SoCal 2024's mobility goal to build and maintain an integrated multimodal transportation network. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and a 2023 Safe Streets and Roads for All federal grant.



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The deadline for applications is Sept. 27, and SCAG anticipates announcing application awards in December 2024. To support the application process for eligible applicants, SCAG held an application workshop on July 25, with a second application workshop scheduled for Wednesday, Aug. 7 ([register online](#)). In addition, office hours are available on Mondays and Thursdays during the application period. For more information about the call and to sign up for office hours, visit the [Sustainable Communities Program page](#) on the SCAG website.

3. SCAG 2024 SOUTHERN CALIFORNIA DEMOGRAPHIC WORKSHOP

Registration is now open for the 2024 Southern California Demographic Workshop, “Navigating the New Growth Reality,” presented by SCAG and the Sol Price School of Public Policy at the University of Southern California. This 35th annual event will be held on Sept. 24 at SCAG’s main office in Downtown Los Angeles and will also be available to attend online.

SCAG also announced the keynote speaker for the event: Bill Fulton, FAICP, principal of the William Fulton Group. Fulton is the former mayor of Ventura and former director of planning and economic development for the city of San Diego. Fulton wrote *Guide to California Planning*, a standard urban planning textbook in California, among numerous other books. Fulton is also editor and publisher of *California Planning & Development Report*, the authoritative information source for urban planners in California; a visiting policy designer at the University of California, San Diego Design Lab; and a fellow at the Turner Center for Housing Innovation at the University of California, Berkeley.

Fulton’s keynote will respond to recent population projections for the region and state, informed by experience and perspective earned through a long career in public service. Taking lessons from other states, Fulton will discuss how Southern California can adjust to an era in which prosperity is no longer—and need not be—determined by the pace of population growth.

4. SCAG RECEIVES \$1 MILLION IN SUSTAINABLE TRANSPORTATION PLANNING GRANTS FROM CALTRANS

The California Department of Transportation (Caltrans) recently announced \$76.1 million in fiscal year 2024-2025 Sustainable Transportation Planning Grant Awards, including two \$500,000 grants for SCAG in the Strategic Partnerships funding category. With the first grant, SCAG will conduct a survey and study airport passenger surface transportation behaviors and attitudes in the SCAG region. SCAG anticipates launching the study later this year and completing it in late 2027. The proposed airport passenger surface transportation study will explore and explain the perspectives and behaviors of passengers and employees traveling to and from the SCAG region’s airports, including developing actionable recommendations for ground transportation and alternative connections to airports.



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017
T: (213) 236-1800 www.scag.ca.gov

With the second grant, SCAG will partner with Caltrans Districts 7, 8, 11, and 12 and local jurisdictions on the “Planning for Main Streets” project, conducting planning work to enable improvements on state highways in the SCAG region that double as main streets given existing and planned land uses, related projects, and community priorities. This work will develop conceptual plans and associated cost estimates for sustainable transportation improvements to position these corridors for future funding opportunities or incorporation into future workplans to implement improvements. The “Planning for Main Streets” project is anticipated to kick off in Spring 2025 and be completed in Summer 2027.

5. SCAG TOOLBOX TUESDAYS

On Tuesday August 20th SCAG will host a “Toolbox Tuesday” workshop session exploring how communities can implement quick-build projects for low-cost design and infrastructure improvements that increase safety, comfort, and accessibility for all road users. Planners can also use feedback generated by community engagement with quick-build projects to evaluate and improve future street designs.

This session will introduce quick-build projects and review cases from the SCAG region. Attendees will learn the many possible forms quick-build projects can take in their communities and hear from consultants and local agency staff about their experiences designing, implementing, and evaluating quick-build projects. For more information, please contact SCAG Government Affairs Officer David Salgado.

6. AGREEMENT AVOIDS HIGHWAY SANCTION CLOCKS FOR SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

The U.S. Environmental Protection Agency (U.S. EPA), the California Air Resources Board (CARB), and the South Coast Air Quality Management District (AQMD) published a joint statement last week committing to a sustained collaboration across local, state, and federal levels to reduce emissions from all sources. This shared effort includes withdrawal of the AQMD’s 2019 Contingency Measure Plan, which the U.S. EPA proposed disapproving in February 2024. This withdrawal avoids potential highway sanctions that could have impacted federal transportation approvals and funding in the South Coast Air Basin, an area that includes all of Orange County as well as the urban areas of Los Angeles, Riverside, and San Bernardino counties. SCAG has been engaging with the U.S. EPA and the AQMD for much of this year toward a solution to improve air quality and avoid highway sanctions.



ACTIVE TRANSPORTATION AND SAFETY

SCAG's 2024 Sustainable Communities Program (SCP) - Active Transportation and Safety is a technical assistance grant that provides funding to develop plans and implement quick-build projects that improve mobility and encourage more people to walk and bike across the region, advancing the mobility goals of Connect SoCal 2024.

The SCP – Active Transportation and Safety grant funding supports projects that advance Connect SoCal 2024 mobility policies for complete streets, traffic safety, and transit and multimodal integration. Selected projects will improve mobility across the region, increase rates of walking and biking, advance traffic safety, expand opportunities for multimodal transportation options and competitively position local jurisdictions for implementation grant funds. SCAG anticipates awarding \$10.4 million in SCP – Active Transportation and Safety grants, with up to \$2.4 million available for planning projects benefiting disadvantaged communities and a minimum of \$7.5 million set aside for quick-build projects.

PROJECT TYPES

2024 SCP – Active Transportation and Safety grants will fund two project types:

Community/Areawide Plans and **Quick-Build Projects**.

Examples of eligible community/areawide plans include:

- > Active Transportation Plan
- > Bicycle and/or Pedestrian Master Plan
- > First/Last Mile Plan
- > Safe Routes Plan
- > Transportation Safety-Focused Plan

Examples of quick-build elements and materials include, but are not limited to:

- > **Curb extensions:** paint and plastic posts, plastic bollards or planters
- > **Pedestrian safety enhancements:** rectangular rapid flashing beacons, leading pedestrian intervals at signalized intersections, raised crosswalks or high-visibility crosswalks
- > **Modular transit stops:** temporary transit platforms to safely include bike lanes in transit areas
- > **Pedestrian plazas and corridors:** concrete barriers, barricades, planters or signage
- > **Protected bike lanes:** striping and plastic posts, plastic bollards, planters or parking
- > **Traffic calming treatments:** temporary speed cushions, curb extensions or chicanes (e.g., curb extensions in a parking lane)
- > **Traffic circles:** striping, rubber curbs, plastic posts or signage

PREPARE AN APPLICATION

The call for applications opens July 8, 2024. Applicants will be required to complete the following elements:

- ✔ **Online Application**
- ✔ **Map of Project Area**
- ✔ **Scope of Work & Project Schedule**
- ✔ **Budget**
- ✔ **Three Letters of Support**

CONTACT

For program updates and more information visit scag.ca.gov/scp. For questions, please contact Rachel Om at om@scag.ca.gov.

California Department of Transportation



To: ICTC Commission

Date: August 2024

From: EVERETT TOWNSEND (Acting)
Caltrans District 11 Director

Subject: **DISTRICT DIRECTOR'S REPORT**

CONSTRUCTION

1. SR-98 Widening Project:

- As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Blvd were widened and improved to serve the expansion to the west.
- This year marks the completion of Stage 3 in January, and this project has been partially opened as of 6/19 and will be completed by end of June. Total project cost estimated is at 8.2 million.
- Stage 4 of the project is to be completed by end of August. This includes rehabilitation east of Rockwood Avenue and Heber Avenue, and electrical work (vehicle detection cameras, loop detectors, and pedestrian push buttons). Crosswalks on SR-98 and HW-111 have been reopened.

2. I-8, SR-78 Bridge Rehab at Various Locations: 4 Bridges along I-8 and 2 on SR-78 at Palo Verde

Work on I-8 bridges is mostly complete. These bridges are located at:

- Brock Research Center Rd – Work has been completed.
- All American Canal (left/right) – Bridge deck work and painting is complete.

- Winterhaven Dr/4th Street – work is scheduled to begin in August 2024.
- Palo Verde locations have started and will install a long-term automated traffic control signal at both locations for reversible 1 way traffic throughout the duration of construction.

3. I-8 Roadside Safety Improvements:

- Safety improvements along I-8 between Silsbee Rd and Anderholt Rd.
- Scope of work includes slope, gore paving and rumble strip installation.
- Construction activities are underway. Estimated completion is end of June 2024. Total project costs are estimated at \$4.6 million.

4. Clean California Projects: Projects in Imperial County

- County of Imperial, City of El Centro and City of Brawley are completed.
- Bus shelter installation and improvements in Niland, Calipatria and Holtville are completed.
- Median island improvements in El Centro (SR86) and the gateway beautification project near the East port of entry are nearly completed.

Bus Shelter Located in the City of Brawley on S. Rio Vista Ave.

Below are completed pictures of all the work consisting of Bus Shelter, curb ramps, loop detectors, camera installation and striping.



Clean CA – Median Island located in the City of El Centro.

The Median Island improvement consisting of curb improvement, installation of gravel mulch, desert worth foliage, and irrigation have been completed. Below are pictures of the completed median island on SR-86 in the City of El Centro.



5. SR-111 Roadside Improvements:

- Construction started February 2024, to be completed in October 2024.
- This project will be implementing improvements at various locations on SR-111 between Heber Rd and Niland.
- The scope includes upgrading guardrail, ADA curb ramps and rumble strip installations. The project cost is estimated at \$11 million.

PROJECT DELIVERY

1. SR-186 All-American Canal Bridge:

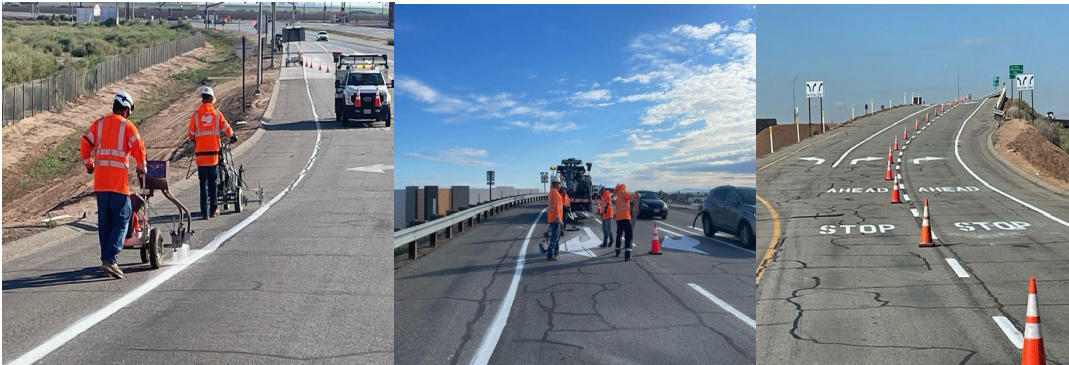
- This project proposes to construct a new bridge over the All-American Canal to improve safety and better facilitate international and interregional movement of people, goods and services.
- A 2019 feasibility study proposed 8 alternatives including a no-build option. The following stakeholders have been identified, Fort Yuma Quechan Indian Tribe, US BIA, US BOR, IID, International Boundary and Water Commission, County of Imperial, Union Pacific Railroad and US GSA. Preliminary design of bridge, roadway realignment and temporary detour road are underway, as well as environmental studies.
- Project Milestones: Project Approval/Environmental Clearance 12/2024. (May need to postpone delivery until 2025) Every effort is being made to deliver the PA&ED phase by December of this year.

MAINTENANCE AND TRAFFIC OPERATIONS

1. El Centro Traveled Way Crew – Fence repair: I-8/SR-111, Sealing intersections: SR-86, Mowing/Brush Removal: SR-78 JEO Fifield Road.



2. El Centro Functional/Marking Crew – Sign/Landscape maintenance, Refresh pavement markings-SR-7/Carr Road.



3. Midway Traveled Way Crew – Crack sealing SR98/SR-7 (Night work).



4. Brawley Traveled Way Crew – Sweeping/brush control
Crack sealing-SR-111/Rutherford Road, Ditch cleaning: SR-98 JEO Dogwood Rd.



5. **SR-86/Customs & Border Protection (CBP) Checkpoint Expansion:**

- AECOM has submitted a revised concept plan with a standard acceleration lane from the secondary inspection facility and it has been approved.
- The environmental studies are being prepared by ICTC/CBP and will be sent to Caltrans District 11 Staff for review. Caltrans will assist ICTC in coordinating upcoming meetings.

On May 2024, Caltrans placed this project on hold until ICTC/CBP elects to proceed with the environmental process.

6. **11-2N164 at IMP-8-PM R3.7/48:** HM-1 Pave Preservation Ramp Project. D11 Construction is completing the final punch list. The baseline CCA was on 4/5/2024 the actual milestone will be at the end of this month. Project has been completed on 4/25/24.
7. **FY 23/24 Major HM Projects** that are currently advertised and scheduled to start construction around July 2024, mostly Job Order Contracts (JOC's):

- a. 11-2N178: IMP-8-PM 0/10: HM-1/part of JOC 11JOC23241: Pavement Preservation - Microsurfacing. Start of construction after October 2024.
- b. 11-2N197: IMP-111-PM 23.5/32.1: HM-1/part of JOC 11JOC23241: Pavement Preservation at Various Locations. Start of construction in Fall 2024.

(Non-JOC)

- c. 11-2N194: IMP-8-PM R74.5/R83.2: HM-1 Pavement Preservation – Cold Plane and Overlay with HMA. Start of construction around September 2024.
- d. 11-2N167: IMP-86-PM 50.46/52.43: HM-3 Bridge Preservation. Start of construction around October 2024.
- e. 11-2N204: IMP-8-PM R36.4/R39.5 and SD-8-PM 2.9/11.7: HM4 Safety Project – Rumble Strips. Start of construction around July 2024.

8. **FY 24/25 Major HM projects:**

- a. 11-2N230: IMP-86-PM 4.5/8.5 and 20.4/21.39. HM-1 Pavement Preservation – Microsurfacing. In design phase, RTL at December 2024, in construction at July 2025.
- b. 11-2N147: IMP-111-PM 50.56/52.43. HM-3 Bridge Preservation. In design phase, RTL in September 2024, in construction in March 2025.
- c. 11-2N226: IMP-98 PM 0/57: HM4 Safety – Rumble Strips. In design phase, RTL in December 2024, in construction at July 2025.
- d. 11-2N225: IMP-78-PM 0/34 and SD-78 PM 16/95. HM4- Safety – Rumble Strips. In design phase, RTL in December 2024, in construction at July 2025.

9. **11-2N228: IMP-78-PM 0/13. HM-1 Pavement Preservation.** In design phase, RTL in December 2024, in construction at July 2025.

PLANNING AND LOCAL ASSISTANCE

1. Project Study Report: Forrester Road Improvements –

- This Project Study Report – Project Development Support (PSR-PDS) was approved on July 3rd, 2024
- Identifies various operational improvements (intersection improvements and passing lanes) on Forrester Road and also proposes a truck bypass to the City of Westmorland.
- Next Steps: close out the CO-OP to avoid unnecessary charges. The CO-OP is currently valid for 6 months after PSR(PDS) is signed.

2. Feasibility Studies: District 11 Truck Parking and Medium/Heavy Duty ZEV Charging Station Site Assessment –

- The purpose of this study is to identify potential sites, assess site feasibility, and develop conceptual planning plans for four future truck parking facilities and Medium Duty/Heavy Duty (MD/HD) Zero Emission (ZEV) charging and fueling stations in San Diego and Imperial counties primarily along corridors identified by the Senate Bill (SB) 671 Clean Freight Corridor Efficiency Assessment.
- The study will also support regional and local efforts to advance MD/HD ZEV including the San Diego and Imperial County Sustainable Freight Implementation Strategy
- On 2/21/2024 the Policy Advisory Committee (PAC) of the California-Border Master Plan (BMP) kicked off efforts to develop a "Tri-State Zero Emissions approach." The proposed concept will develop a ZEV strategy for the states of California, Baja California, and Baja California Sur. The proposed strategy will be considered for adoption by the BMP PAC on June 2024.
- The overall study completion is estimated for end of July 2024.

3. Calexico East Land Port of Entry Joint Operations Systems-

- Objective: This initiative aims to identify potential sites, evaluate site feasibility, and develop conceptual plans for four future truck parking facilities and Medium Duty/Heavy Duty (MD/HD) Zero Emission Vehicle

(ZEV) charging and fueling stations in San Diego and Imperial counties. These sites will be primarily located along corridors identified by the Senate Bill (SB) 671 Clean Freight Corridor Efficiency Assessment.

- Support for Regional Efforts: The assessment will also contribute to regional and local efforts to advance MD/HD ZEVs, including the San Diego and Imperial County Sustainable Freight Implementation Strategy.
- Feasibility Study: A feasibility study supporting this effort was completed in July 2024.
- Timeline: The Project Initiation Document (PID) is expected to be completed by July 2026.

4. **Calexico Travel Corridor Improvements** (11-43220):

- Objective: This project aims to develop a concept for a joint operation system at the Calexico East Port of Entry (POE), which will introduce the first land POE appointment system for commercial vehicles.
- System Features: The system will enable commercial vehicle operators to schedule appointments for designated crossing windows based on current border conditions.
- Pilot Program: This pioneering application will initially be tested with commercial vehicles and may later be expanded to passenger vehicles.
- Scalability: If successful, the pilot could be scaled to other POEs and potentially implemented at both northern and southern border POEs across the United States.
- Feasibility Study: A feasibility study to support this effort was completed in July 2024.
- Timeline: The PID is anticipated to be finalized by July 2026.

IMPERIAL COUNTY MMBN PROJECTS

- California Department of Technology's (CDT) Middle Mile Broadband Network has multiple routes going through Imperial County and they are being delivered by multiple methods.
- Two are being provided by a third party (Lumen). One of these, the one that follows the Union Pacific North/South Rail line north from the City of El Centro through Brawley, Calipatria, Niland, and up to the Imperial/Riverside County line (this follows roughly Route 86 to Brawley and Route 111 north of Brawley). This route is being provided as a leased route by Lumen.
- Lumen is also building a joint build route along former US 80 from the San Diego/Imperial County line to the Arizona State Line. It deviates from this

routing to follow the rail line near El Centro, and south to Route 98 east of Calexico. Neither of these two projects will be designed or constructed by Caltrans.

- Caltrans is tasked with designing and overseeing construction of two projects following Routes 86 and 78. It will begin at the Riverside/Imperial County Line along Route 86 (4B018) and travel south to the Route 78/86 Interchange (the South Junction where the Brawley Bypass begins northwest of Brawley).
- On a different project (4B015) the routing will follow Route 78 along the Brawley Bypass and conventional highway all the way to the Riverside/Imperial County Line.

A total of 6 hubs will be placed in Imperial County. One will be a backbone hub (Hub 181 in El Centro) and 5 will be lateral hubs. Hub 169 (Glamis along Route 78) and Hub 182 (near the 8/186 Interchange near Winterhaven and Fort Yuma) are considered off-system and will be designed by CDT's partner GSN (Golden State Network). Caltrans will most likely oversee the construction of these two hubs. The remaining hubs will be located at the 78/111 freeway Interchange, along Route 111 south of Bombay Beach, and along Route 86 near Salton City.

CDT is releasing constant updates that may modify MMBN efforts, including but not limited to, schedule, funding, and scope.

Caltrans Past & Upcoming Events:

Past Events:

- | | |
|------------------------------------|--|
| March 21st 2024 | Procurement and Resource Fair at the City of El Centro, Martin Luther King Pavilion |
| March 29th 2024 | City of El Centro Check Presentation "El Centro Embellece" Clean California |
| April 22nd 2024 | Rockwood Elementary School Outreach Fair. |
| May 6th 2024 | City of El Centro South Imperial Avenue Extension Ribbon Cutting Ceremony. |
| June 27th 2024 | HSIP Cycle 12 Additional Training for Imperial County Local Agencies. |
| June 28th 2024 | Calexico SR-98 Completion and opened to traffic. |
| July 2024 | Clean California Ribbon Cutting Brawley Bus Shelter at Rio Vista Ave |
| August 14th 2024 | 20 th Annual Procurement and Resource Fair at our District Office Courtyard from 9:00am to 12:00am. |

Upcoming Events:

N/A

Inactive Projects

Please see link [HERE](#), open file and apply filters to locate your agencies inactive projects, and submit a justification form for inactive projects to Alma Sanchez – alma.sanchez@dot.ca.gov

However, note that most invoices are up to date...thank you!

October 4, 2024 – Deadline for California Transportation Commission (CTC) Requests

Please see link below to review the schedule of deadlines and prepare requests for California Transportation Commission (CTC) approval during the December 5-6, 2024, CTC meeting – <https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/proposed-2024-draft-prep-external-063024.pdf>

When possible, do not wait to submit requests, Caltrans District 11 must receive all documents at least two months prior to the desired CTC meeting date.

Friday, **October 4**, 2024, is the final deadline (for that December 5-6, 2024, CTC meeting).

For assistance, please call the Caltrans Imperial Area Engineer, Alejandro Lopez- Rangel: 858-229-1721.

Highway Safety Improvement Program (HSIP) – Cycle 12

HSIP Cycle 12 Call-for-Projects has been announced and is now open.
Deadline is Monday, September 9, 2024.

Application instructions are [HERE](#).

Further HSIP details are available at this link –

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/calls-for-projects-hsip-ssarp>

Bridge Investment Program (BIP)

The Bridge Investment Program is a competitive, discretionary program that focuses on existing bridges to reduce the overall number of bridges in poor condition, or in fair condition at risk of falling into poor condition.

The deadlines for applications to be submitted via [Grants.gov](#) are:

Fiscal Year BIP Funding	Planning Application Deadline	Bridge Project Application Deadline
FY 2025	October 1, 2024	November 1, 2024
FY 2026	October 1, 2025	November 1, 2025

The deadline for **Large Bridge Project Grant Applications** to be uploaded to [Grants.gov](https://www.grants.gov) is August 1, 2025, for consideration of FY 2026 funds.

Further details are available at this link – [BIP - Funding Programs - Management and Preservation - Bridges & Structures - Federal Highway Administration \(dot.gov\)](#)

U.S. Department of Transportation Grant Opportunities

The USDOT website provides a DOT Discretionary Grants Dashboard, which is a great tool that your local agency can use to find grant opportunities in various areas such as: Strengthening Mobility and Revolutionizing Transportation (SMART), Rural Opportunities to Use Transportation for Economic Success (ROUTES), and Federal Transit Administration (FTA) grant programs, just to name a few. In the link provided below, you can filter for your agency specifics to narrow down grant opportunities. Directions, deadlines, and links to apply are here – <https://www.transportation.gov/grants>

Key Notices of Funding Opportunity (NOFO)

In order to provide stakeholders with more visibility on upcoming funding opportunities, DOT is publishing a list of anticipated dates for upcoming Notices of Funding Opportunity (NOFO) for key programs. This list is not comprehensive and will be updated periodically with additional programs and revised dates as appropriate.

A few of the key programs and their deadlines:

- * Rebuilding American Infrastructure with Sustainability and Equity (RAISE)
 - 1) FY 2025: 1/13/2025
 - 2) FY 2026: 1/13/2026

Further details are available at this link – [Key Notices of Funding Opportunity | US Department of Transportation](#)

November 21, 2024 – Environmental and Climate Justice Community Change Grant Deadline

The U.S. Environmental Protection Agency (EPA) has a new Environmental and Climate Justice Community Change Grants program (Community Change Grants), announced via a Notice of Funding Opportunity (NOFO), for approximately \$2 billion dollars in Inflation Reduction Act (IRA) funds in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges. Applications are now open, which the EPA is accepting on a rolling basis, with grant technical assistance available to applicants. Final deadline to apply is **November 21, 2024**.

<https://www.epa.gov/inflation-reduction-act/inflation-reduction-act-community-change-grants-program>

Title VI Nondiscrimination Program

Local agencies must comply with all Title VI requirements (*LAPM* Section 9.2). Title VI compliance is subject to review at any time.

<https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi>

RELINQUISHMENTS

1. SR-86 from SR-111 to Countryside Dr, West Ralph Rd to Calle Estrella, and just east of Brandt Rd to SR-78. Relinquishment to County of Imperial, County of Imperial still needs to notify District 11 whether still interested (#15 on Status Map) (EA 11-43098).
2. SR-86 from Countryside Dr to Treshill Rd. Relinquishment to City of El Centro, City provided comments and Caltrans responses. On May 2024, City of El Centro confirmed that currently working on their own study on the route, will have an update in a few months. (#16 on Status Map) (EA 11-43099).



Disparity Study

2024 Public Engagement Sessions

The California Department of Transportation (Caltrans) has commissioned BBC Research & Consulting (BBC) to conduct a disparity study to understand conditions in the local marketplace and collect information required for Caltrans to establish its next triennial Federal Disadvantaged Business Enterprise (DBE) goal.

All are welcome

We want to hear from you:

- Primes
- Disadvantaged Business Enterprise (DBE)s
- Small Business Enterprises (SBE)s
- Disabled Veteran Business Enterprise (DVBE)s
- Minority / Women-owned business enterprises (M/WBE)s
- Micro businesses

- Learn more about the study
- Tell the BBC study team about your experiences
- Share information to help inform Caltrans' overall DBE and project goals



September 10, 2024

9:30 AM

<https://bit.ly/3YDfC1f>



September 10, 2024

5:30 PM

<https://bit.ly/46CiEFa>



September 17, 2024

9:30 AM

<https://bit.ly/3WKVRTc>



September 17, 2024

5:30 PM

<https://bit.ly/4cqSPt6>



October 1, 2024

9:30 AM

<https://bit.ly/3ywj3w8>



October 1, 2024

5:30 PM

<https://bit.ly/3AgzNbn>



Sessions will be conducted via Zoom with a telephone option. Zoom/call-in information will be provided upon registration.

Register for a session:

<https://bit.ly/3ywT33J>

Learn about the study:

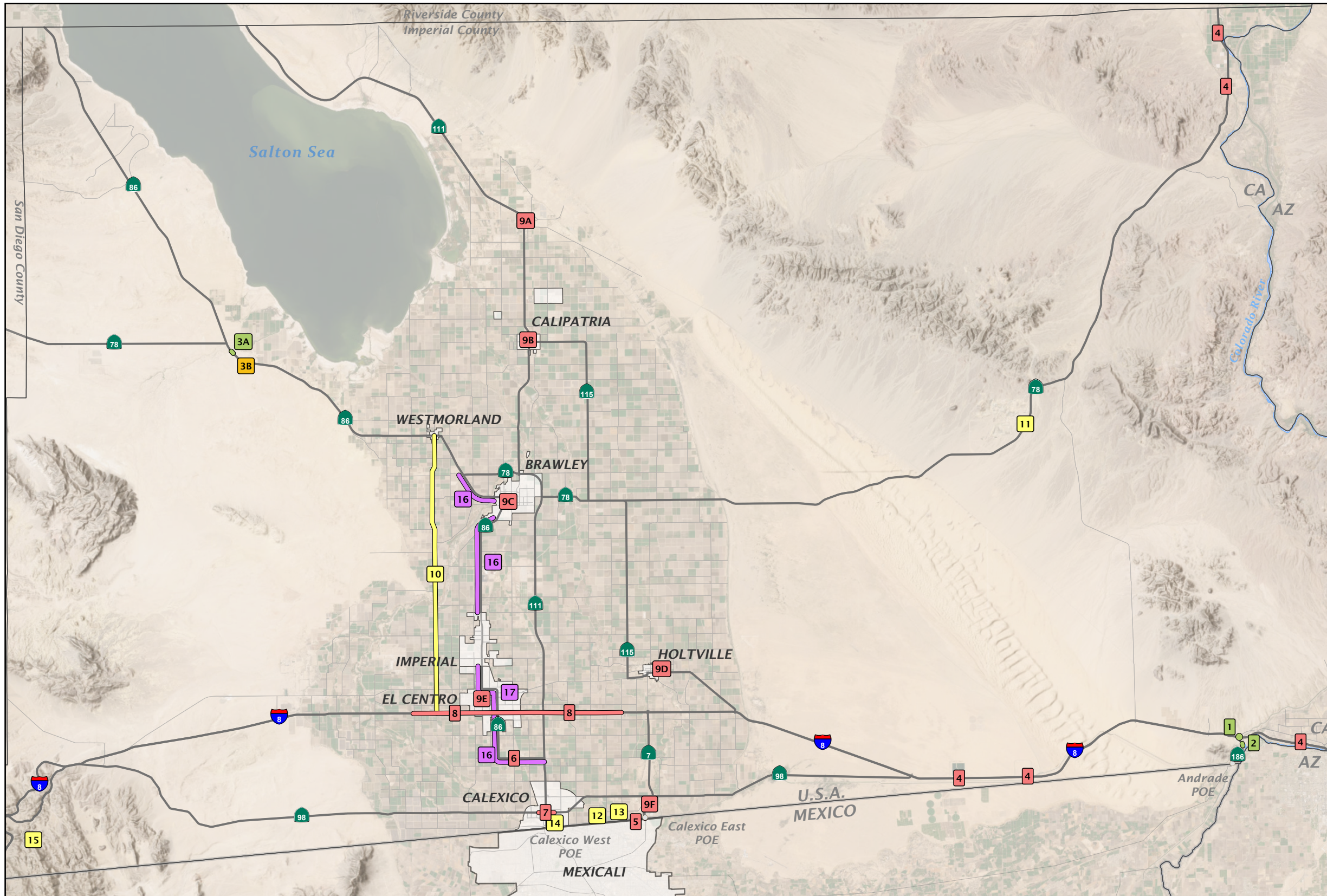
<https://dot.ca.gov/programs/civil-rights/disparity-study>

For questions contact:

Edwin Bragado

Civil Rights & DBE Compliance Analyst
Caltrans Division of Local Assistance/Office of Civil Rights
Phone. 916-907-2155 / Email. Edwin.bragado@dot.ca.gov

Moving Transportation Forward





ENVIRONMENTAL

1. SR-186/I-8 Quechan Interchange Improvements*
Complete Dec 2023
2. SR-186 All-American Canal Bridge
Complete Dec 2024
- 3A. SR-86 USBP Checkpoint Canopy*
Complete Fall 2023

DESIGN

- 3B. SR-86 USBP Checkpoint Canopy*
Complete Fall 2023

CONSTRUCTION

4. Bridge Rehab Projects on I-8 and SR-78
Begin Construction March 2023, Complete Summer 2024 
5. Calexico East POE Bridge Widening
Design/Build Begin Mar 2021, Complete June 2023
6. SR-86/Dogwood Road Intersection Improvements County Permit*
7. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave
Complete Summer 2024 
8. I-8 Roadside safety improvements
Begin construction June 2023, Complete Spring 2024
- 9 A-F. Clean CA Projects - Bus Shelters, Median, Welcome Sign

PLANNING

10. Forrester Road Improvements PSR
11. SR-78/Mesquite Mine
12. Feasibility Study - Truck Parking & Med/Heavy Duty ZEV Charging Station Site Assessment
13. Feasibility Study - Calexico East Land Port of Entry Joint Operations Systems
14. Calexico Travel Corridor Improvements
15. Feasibility Study - Desert Line

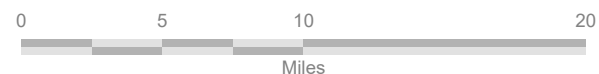
RELINQUISHMENT

16. SR-86 Relinquishment to County of Imperial
Date Estimate 2026
17. SR-86 Relinquishment to City of El Centro
Date Estimate 2026

* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



- █ Environmental
- █ Design
- █ Construction
- █ Planning
- █ Relinquishment



 :Project funded by Senate Bill 1

Abbreviations:

GSA: General Services Administration

POE: Port of Entry

Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Questions can be directed to (619) 688-6699
ct.public.information.d11@dot.ca.gov

Date:06/19/2024



VI. ACTION CALENDAR

- A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26
 - 1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
 - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
 - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
 - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00



1503 N. IMPERIAL AVE., SUITE 104
 EL CENTRO, CA 92243-2875
 PHONE: (760) 592-4494
 FAX: (760) 592-4410

August 20, 2024

Luis Plancarte, Chairman
 Imperial County Transportation Commission
 1503 N. Imperial Ave. Suite 104
 El Centro, CA 92243

SUBJECT: Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26

Dear Commission Members:

The competitive bid for professional audit services recently concluded. The audit agreement is for work associated with fiscal years FY 2023-24, FY 2024-25, and FY 2025-26.

The audit work involves the agency’s multiple financial reports and program audits including:

- The State Controller’s Office Annual Report of Financial Transactions of Transit Operators
- State Controller’s Office Annual Report of Financial Transactions of Regional Transportation Planning Agencies
- State Controller’s Office Annual Report of the Government Compensation Report
- Single Audit (for federal funds)
- Program audits to satisfy grant program requirements
- Development of a comprehensive annual agency financial audit (CAFR)
- Complete auditing services for the SAFE and IVRMA programs

A proposal review team consisting of SCAG and ICTC staff, scored and ranked the five proposals. The scoring process utilized standard categories including but not limited to relevant staff experience; expertise; methodology; references; and costs.

The following summarizes the proposed cost for all three years of service for each of the proposals received.

Name	Average Annual Cost	Total Cost
Firm A – Vasquez and Co.	\$84,484.67	\$253,454.00
Firm B	\$88,965.67	\$266,897.00
Firm C	\$84,170.00	\$252,510.00
Firm D	\$98,558.67	\$295,676.00
Firm E	\$85,080.00	\$255,240.00

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
 IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

The Evaluation Committee unanimously ranked Vasquez and Company the highest and recommends that a contract be awarded to the firm of Vasquez and Company. A summary of the more responsive proposal from Vasquez and Company indicated that:

1. The members of the project team are all CPAs, with experience focused on governmental accounting with several regional transportation planning and peer transit agencies in Southern California and are familiar with the technical aspects of ICTC's regulations and transit administrative practices.
2. The project team recently completed a three-year contract with the Local Transportation Authority and are familiar with ICTC staff and accounting practices and software.
3. The project team offered value added benefits through their knowledge and association with other similar agencies, including periodic review sessions with ICTC staff on financial reporting, validating and reporting transit related metrics, financial best practices, or a variety of other topics depending on the future needs and interests of ICTC.

The other proposals had shortcomings in one or more areas including but not limited to: more experienced assigned staff, lack of understanding or acknowledgement of the various ICTC programs and lack of acknowledgement of the required auditing services for the SAFE and IVRMA programs.

The original procurement documents; request for proposal and proposals; and contract exhibits referenced in the contract document are available for review at the ICTC administrative offices by request.

The expense for this project will be identified in the ICTC FY 2024-25 OWP and budget (7416001-525090, 7417001-525090, 7577001, 1577001).

The ICTC Management Committee met on August 14, 2024, and forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
 - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
 - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
 - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00

Sincerely,



DAVID AGUIRRE
Executive Director

DA/

1 **ACCOUNTANCY AGREEMENT**

2 THIS AGREEMENT is made and entered into this _____, 2024 by and
3 between the **IMPERIAL COUNTY TRANSPORTATION COMMISSION** (“ICTC”), and
4 **VASQUEZ & COMPANY LLP**, a limited liability partnership (“AUDITOR”).

5 **RECITALS**

6 **A.** AUDITOR is a limited liability partnership and a duly licensed certified public
7 accounting firm in good standing under the laws of the State of California and is in the
8 business of supplying independent accounting services and assistance to clients.

9 **B.** The objective of the audits is an opinion as to whether the individual fund financial
10 statements are fairly presented, in all material respects, in conformity with accounting
11 principles generally accepted in the United States of America. AUDITOR is willing
12 to accept such engagement.

13 **C.** ICTC wishes to employ AUDITOR to perform:
14 i. California State Controller’s Office entitled “Annual Report of Financial
15 Transaction of Transit Operators”, the “Annual Report of Financial
16 Transaction of Regional Transportation Planning Agencies” for FY 2024,
17 2025, and 2026
18 ii. California State Controller’s Office Government Compensation Report for
19 FY 2024, 2025, and 2026
20 iii. Standalone audits including the Transportation Development Act (TDA-
21 7076), State Transit Assistance Fund (STA, PTMISEA, CTGSP, 7079)
22 LCTOP (7553), TDA SB325 (Article 8c) for fiscal years ending June 30,
23 2021, 2022, and 2023 and the Regional Transit Program (7416), Regional
24 Planning Program (7417), and Regional Collaboration Program (7577),
25 fiscal year ending June 30, 2024.
26 iv. Single Audit Report for FY 2024, 2025, and 2026.
27 v. Independent auditing services for the Comprehensive Financial Audit
28 Report (CAFR) for fiscal years ending June 30, 2024, 2025, and 2026.

1 **D.** ICTC wishes to employ AUDITOR to perform Audits and the AUDITOR is willing to
2 accept such engagement for fiscal years ending June 30, 2024, June 30, 2025, and
3 June 30, 2026.

4 NOW THEREFORE, ICTC hereby engages and AUDITOR hereby accepts such engagement
5 upon the terms and conditions set forth herein.

6 **1. TERM.**

7 This Agreement shall become effective on the date first written above and shall continue in
8 effect until the services provided for herein have been performed, but no later than December 31,
9 2026, unless sooner terminated as provided herein.

10 **2. SERVICES TO BE PERFORMED BY AUDITOR.**

11 **2.1.** AUDITOR will conduct the Audits, for the fiscal years ending June 30, 2024,
12 2025, and 2026, as detailed in the “May 2024 Imperial County Transportation
13 Commission (ICTC) Request for Proposals for Annual Financial Audits” attached as
14 **Exhibit “A”** and “Proposal to Provide Professional Auditing Services For the fiscal
15 year ended June 30, 2024, 2025 and 2026” submitted by AUDITOR attached as
16 **Exhibit “B”**, both of which are incorporated by this reference.

17 **2.2** The audits will be conducted in accordance with auditing standards generally accepted
18 in the United States of America, the standards for financial audits contained in
19 *Government Auditing Standards*, issued by the Controller General of the United States
20 for applicable audits, and will include tests of the accounting records and other
21 procedures considered necessary to express an opinion.

22 **2.3** AUDITOR will also provide a report on internal control related to the financial
23 statements and compliance with the provisions of applicable laws, regulations,
24 contracts, agreements, and grants, noncompliance with which could have a material
25 effect on the financial statements as required by Government Auditing Standards for
26 applicable audits. The report on internal control and compliance will include a
27 statement that the report is intended solely for the information and use of the audit
28 committee, management, and specific legislative or regulatory bodies and is not

intended to be and should not be used by anyone other than these specified parties. If funds are subject to an audit requirement that is not encompassed in the terms of this AGREEMENT, AUDITOR will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

2.4 AUDITOR will conduct the Reports, for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026, as detailed in Exhibits “A” and “B”.

2.5 If requested by the ICTC, or CalTrans, or the Federal Transit Administration, AUDITOR will appear before the requesting body and explain any audit report or opinion.

2.6 In the event of a conflict between this Agreement or any amendment thereto, and any attached exhibit, this Agreement or any amendment thereto shall take precedence over any attached exhibit.

3. **RETENTION AND AVAILABILITY OF WORK PAPERS.**

All supporting papers and work papers prepared by AUDITOR in connection with the Audit shall be retained for a minimum of four (4) fiscal years following the close of the Audit for the fiscal year and shall be available for inspection and examination during AUDITOR’S normal business hours upon request from ICTC or representatives of ICTC, the State Controller and/or ICTC.

4. **TIME FOR COMPLETION.**

Audits and reports shall be completed per the schedule listed. Upon completion, AUDITOR will furnish three (3) copies of the audit report to ICTC and an electronic version in PDF format.

ICTC Audit	Start Date	Completion Date
Fiscal Year 2023-2024	September 01, 2024	December 31, 2024
Fiscal Year 2024-2025	April 01, 2025	December 31, 2025
Fiscal Year 2025-2026	April 01, 2026	December 31, 2026

4.1 All audits shall be submitted by December 31st of the year following the fiscal year that ended the previous June 30th. Upon completion of the Audit,

AUDITOR will furnish three (3) copies of the audits to ICTC and an electronic version in PDF format.

4.2 All reports shall be submitted by the date required by the California State Controller’s Office or the federal due date . Upon completion of the reports, AUDITOR will furnish three (3) copies of the report to ICTC and an electronic version in PDF format.

5. **COMPENSATION OF AUDITOR.**

5.1 In consideration for the services to be performed by AUDITOR, ICTC agrees to pay AUDITOR at the hourly rates indicated on the Fee Schedule as described in **Exhibit “C”**, attached and incorporated by this reference as though fully set forth herein.

5.2 ICTC agrees to compensate AUDITOR for all services provided under this contract, for all audits and reports, including all out-of-pocket expenses, in amounts not to exceed the following:

Fiscal Year	Not to Exceed Amount
Fiscal Year 2023-2024	\$82,000
Fiscal Year 2024-2025	\$84,460
Fiscal Year 2025-2026	\$86,994

5.3 Except as provided under Paragraphs 5.1 and 5.2, ICTC shall not be responsible to pay AUDITOR any other compensation, out-of-pocket expenses, fees or other remuneration.

5.4 Said payment shall not be due and payable until such time as AUDITOR has provided ICTC with a monthly service statement which shall itemize all out-of-pocket expenses and work performed for each said period. Said statements must meet with the approval of ICTC and be received by ICTC no later than the 10th day of every month following that for which the subject work was performed.

5.5 Invoices, clearly indicating the period for which the bill is made, shall be submitted to:

Imperial County Transportation Commission
ATTN: Executive Director

1 1503 N. Imperial Ave., Suite 104
2 El Centro, CA 92243

3 **5.6** AUDITOR acknowledges ICTC is under no obligation to compensate AUDITOR for
4 services rendered or expenses accrued under this Agreement not authorized by ICTC.

5 **5.7** If ICTC requires work in addition to that defined in the "Services to be Performed By
6 Auditor," Paragraph 2, AUDITOR shall provide a cost estimate and written
7 description of the additional work needed to perform such services. Compensation
8 and the time for completing such additional services must be negotiated and approved
9 in writing by ICTC prior to the commencement of any such services.

10 **6. INDEMNIFICATION.**

11 A. Indemnity for Professional Services. To the furthest extent allowed by law,
12 AUDITOR shall indemnify, hold harmless and defend ICTC and its members, board members,
13 officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties,
14 forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to
15 personal injury, death at any time and property damage), and from any and all claims, demands and
16 actions in law or equity (including reasonable attorney's fees and litigation expenses) that arise out of,
17 pertain to, or relate to the negligence, recklessness or willful misconduct of AUDITOR, its principals,
18 officers, employees, agents or volunteers in the performance of this Agreement.

19 B. Other Indemnities. Other than in the performance of professional services, and to the
20 fullest extent allowed by law, AUDITOR shall indemnify, hold harmless and defend ICTC and its
21 members, board members, officers, officials, employees, agents and volunteers from any and all loss,
22 liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability,
23 including but not limited to personal injury, death at any time and property damage), and from any
24 and all claims, demands and actions in law or equity (including reasonable attorney's fees and
25 litigation expenses) arising or alleged to have arisen directly or indirectly out of performance of this
26 Agreement. AUDITOR's obligations under the preceding sentence shall apply regardless of whether
27 ICTC or any of its members, board members, officers, officials, employees, agents or volunteers are
28 negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages

1 caused solely by the gross negligence, or caused by the willful misconduct, of ICTC, or any of its
2 members, board members, officers, officials, employees, agents or volunteers.

3 C. If AUDITOR should subcontract all or any portion of the services to be performed
4 under this Agreement, AUDITOR shall require each subcontractor to indemnify, hold harmless and
5 defend ICTC and its members, board members, officers, officials, employees, agents and volunteers
6 in accordance with the terms of the preceding paragraphs.

7 D. This section shall survive termination or expiration of this Agreement.

8 **7. INSURANCE.**

9 Throughout the life of this Agreement, AUDITOR shall pay for and maintain in full force and
10 effect all policies of insurance required hereunder with an insurance company(ies) either (i) admitted
11 by the California Insurance Commissioner to do business in the State of California and rated not less
12 than "A- VII" in Best's Insurance Rating Guide, or (ii) as may be authorized in writing by ICTC's
13 Executive Director or his/her designee at any time and in his/her sole discretion. The following
14 policies of insurance are required:

15 (i) COMMERCIAL GENERAL LIABILITY insurance which shall be at least as
16 broad as the most current version of Insurance Services Office (ISO) Commercial General
17 Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property
18 damage" and "personal and advertising injury" with coverage for premises and operations
19 (including the use of owned and non-owned equipment), products and completed operations,
20 and contractual liability (including, without limitation, indemnity obligations under the
21 Agreement) with limits of liability of not less than the following:

22 \$2,000,000 per occurrence for bodily injury and property damage

23 \$1,000,000 per occurrence for personal and advertising injury

24 \$4,000,000 aggregate for products and completed operations

25 \$4,000,000 general aggregate

26 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at
27 least as broad as the most current version of Insurance Service Office (ISO) Business Auto
28 Coverage Form CA 00 01, and include coverage for all owned, hired, and non-owned

1 automobiles or other licensed vehicles (Code 1 - Any Auto) with limits of liability of not less
2 than \$2,000,000 per accident for bodily injury and property damage.

3 (iii) WORKERS' COMPENSATION insurance as required under the California
4 Labor Code.

5 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than
6 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each
7 employee.

8 (v) PROFESSIONAL LIABILITY (Errors and Omissions) insurance appropriate
9 to AUDITOR's profession, with limits of liability of \$2,000,000 per claim/occurrence and
10 \$2,000,000 policy aggregate.

11 In the event AUDITOR purchases an Umbrella or Excess insurance policy(ies) to meet the
12 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford
13 no less coverage than the primary insurance policy(ies).

14 AUDITOR shall be responsible for payment of any deductibles contained in any insurance
15 policies required hereunder and AUDITOR shall also be responsible for payment of any self-insured
16 retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the
17 ICTC's Executive Director or his/her designee in his/her sole discretion. At the option of the ICTC's
18 Executive Director or his/her designee, either (i) the insurer shall reduce or eliminate such
19 deductibles or self-insured retentions as respects ICTC, its members, board members, officers,
20 officials, employees and agents; or (ii) AUDITOR shall provide a financial guarantee, satisfactory to
21 the ICTC's Executive Director or his/her designee in his/her sole discretion, guaranteeing payment of
22 losses and related investigations, claim administration and defense expenses. At no time shall ICTC
23 be responsible for the payment of any deductibles or self-insured retentions.

24 All policies of insurance required hereunder shall be endorsed to provide that the coverage
25 shall not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day
26 written notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of
27 cancellation, non-renewal, or reduction in coverage or in limits, AUDITOR shall furnish ICTC with a
28 new certificate and applicable endorsements for such policy(ies). In the event any policy is due to

1 expire during the work to be performed for ICTC, AUDITOR shall provide a new certificate, and
2 applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to
3 the expiration date of the expiring policy.

4 The General Liability and Automobile Liability insurance policies shall be written on an
5 occurrence form. The General Liability (including ongoing operations and completed operations)
6 and Automobile Liability insurance policies shall name ICTC, its members, board members, officers,
7 officials, employees and agents as an additional insured. All such policies of insurance shall be
8 endorsed so AUDITOR's insurance shall be primary and no contribution shall be required of ICTC,
9 its members, board members, officers, officials, employees, agents or volunteers. The coverage(s)
10 shall contain no special limitations on the scope of protection afforded to ICTC, its members, board
11 members, officers, officials, employees and agents. Should AUDITOR maintain insurance with
12 broader coverage and/or limits of liability greater than those shown above, ICTC requires and shall
13 be entitled to the broader coverage and/or the higher limits of liability maintained by AUDITOR.
14 Any available insurance proceeds in excess of the specified minimum limits of insurance and
15 coverage shall be available to ICTC.

16 If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-
17 made coverage form:

18 (i) The retroactive date must be shown, and must be before the effective date of
19 this Agreement or the commencement of work by AUDITOR.

20 (ii) Insurance must be maintained and evidence of insurance must be provided for
21 at least 5 years after completion of the work or termination of the Agreement, whichever first
22 occurs.

23 (iii) If coverage is canceled or non-renewed, and not replaced with another claims-
24 made policy form with a retroactive date prior to the effective date of the Agreement, or work
25 commencement date, AUDITOR must purchase extended reporting period coverage for a
26 minimum of 5 years after completion of the work or termination of the Agreement, whichever
27 first occurs.

1 (iv) A copy of the claims reporting requirements must be submitted to ICTC for
2 review.

3 (v) These requirements shall survive expiration or termination of the Agreement.

4 AUDITOR shall furnish ICTC with all certificate(s) and applicable endorsements effecting
5 coverage required hereunder. **All certificates and applicable endorsements are to be received and**
6 **approved by ICTC's Executive Director or his/her designee in his/her sole discretion prior to**
7 **ICTC's execution of the Agreement and before work commences.** Upon request of ICTC,
8 AUDITOR shall immediately furnish ICTC with a complete copy of any insurance policy required
9 under this Agreement, including all endorsements, with said copy certified by the underwriter to be a
10 true and correct copy of the original policy. This requirement shall survive expiration or termination
11 of this Agreement.

12 If at any time during the life of the Agreement or any extension, AUDITOR or any of its
13 subcontractors fail to maintain any required insurance in full force and effect, all work under this
14 Agreement shall be discontinued immediately, until notice is received by ICTC that the required
15 insurance has been restored to full force and effect and that the premiums therefore have been paid
16 for a period satisfactory to ICTC. Any failure to maintain the required insurance shall be sufficient
17 cause for ICTC to terminate this Agreement. No action taken by ICTC hereunder shall in any way
18 relieve AUDITOR of its responsibilities under this Agreement.

19 The fact that insurance is obtained by AUDITOR shall not be deemed to release or diminish
20 the liability of AUDITOR, including, without limitation, liability under the indemnity provisions of
21 this Agreement. The duty to indemnify ICTC shall apply to all claims and liability regardless of
22 whether any insurance policies are applicable. The policy limits do not act as a limitation upon the
23 policy limits do not act as a limitation upon the amount of indemnification to be provided by
24 AUDITOR. Approval or purchase of any insurance contracts or policies shall in no way relieve from
25 liability nor limit the liability of AUDITOR, its principals, officers, agents, employees, persons under
26 the supervision of AUDITOR, vendors, suppliers, invitees, subcontractors, or anyone employed
27 directly or indirectly by any of them.

1 If AUDITOR should subcontract all or any portion of the services to be performed under this
2 Agreement, AUDITOR shall require each subcontractor to provide insurance protection in favor of
3 ICTC, its members, board members, officers, officials, employees, agents and volunteers in
4 accordance with the terms of each of the preceding paragraphs, except that the subcontractor's
5 certificates and endorsements shall be on file with AUDITOR and ICTC prior to the commencement
6 of any work by the subcontractor.

7 **8. TERMINATION.**

8 **8.1. Termination by Either Party.** This Agreement may be terminated, without cause, by
9 either party upon thirty (30) days prior written notice to the other party.

10 **8.2. Compensation in Early Termination.** In the event that this Agreement is terminated
11 prior to the completion of the term of contract as specified herein, AUDITOR shall be
12 entitled to the compensation earned prior to the date of termination as provided for in
13 this Agreement, computed pro rata up to and including that date. The compensation
14 earned and unpaid at the time of termination shall be paid without abatement or
15 reduction immediately upon termination of this Agreement. AUDITOR shall be
16 entitled to no further compensation as of the date of termination.

17 **9. INDEPENDENT CONTRACTOR.**

18 **9.1.** AUDITOR shall be responsible to ICTC only for the requirements and results
19 specified by this Agreement. AUDITOR shall not be subject to ICTC'S control with
20 respect to the physical actions or activities of AUDITOR or of AUDITOR'S
21 employees or agents in connection with the operation of the business or AUDITOR'S
22 fulfillment of the requirements of the Agreement, except as specifically provided in
23 this Agreement.

24 **9.2.** AUDITOR is, and at all times during the term of this Agreement shall represent and
25 conduct itself as, an independent contractor and not as an agent or employee of ICTC.
26 AUDITOR shall not have the authority, express or implied, to bind or obligate ICTC
27 in any way.

28 ///

1 **10. ASSIGNMENT.**

2 Neither this Agreement nor any duties or obligations hereunder shall be assignable by
3 AUDITOR without the prior, written, consent of ICTC.

4 **11. NON-DISCRIMINATION.**

5 **11.1.** During the performance of this Agreement, AUDITOR and its subcontractors shall not
6 unlawfully discriminate against any employee or applicant for employment or member
7 of the public because of race, religion, color, national origin, ancestry, physical or
8 mental disability, medical condition, marital status, age or gender. AUDITOR shall
9 insure that the evaluation and treatment of their employees and applicants for
10 employment and members of the public are free of such discrimination. AUDITOR
11 shall comply with the provisions of the Fair Employment and Housing Act (California
12 Government Code §12900 *et seq.*). The applicable regulations of the Fair
13 Employment and Housing Commission implementing Government Code §12900, set
14 forth in Chapter 5 of Division 4 of Title 1 of the California Administrative Code, are
15 incorporated into this Agreement by reference and made a part thereof as if set forth in
16 full. AUDITOR shall also abide by the Federal Civil Rights Act of 1964 and all
17 amendments thereto, and all administrative rules and regulations issued pursuant to
18 said Act. AUDITOR shall give written notice of its obligations under this clause to
19 labor organizations with which it has a collective bargain or other agreement.

20 **11.2.** AUDITOR shall include the non-discrimination and compliance provision of this
21 paragraph in all subcontracts to perform work under this Agreement.

22 **12. NOTICES.**

23 All notices under this Agreement shall be in writing and may be given by personal delivery or
24 by sending through the U.S. Post Office, certified mail, return receipt requested, addressed to ICTC,
25 ATTN: Executive Director, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243 and to
26 AUDITOR at 655 N. Central Avenue, Suite 1550, Glendale, CA 91203 or at such other address as
27 either party may designate in a notice to the other party given in such manner. Any notice sent by
28 mail shall be considered given when received.

1 **13. ENTIRE AGREEMENT.**

2 This Agreement contains the entire agreement between ICTC and AUDITOR relating to the
3 transactions contemplated hereby and supersedes all prior or contemporaneous agreements,
4 understanding, provisions, negotiations, representations or statements, either written or verbal.

5 **14. MODIFICATION.**

6 No modification, waiver, amendment, discharge or change of this Agreement shall be valid
7 unless the same is in writing and signed by both parties.

8 **15. PARTIAL INVALIDITY.**

9 If any of the provisions in this Agreement is held by a court of competent jurisdiction to be
10 invalid, void or unenforceable, the remaining provisions will continue to be in full force and effect.

11 **16. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.**

12 As used in this Agreement and whenever required by the context thereof, each number, both
13 singular and plural, shall include all numbers, and each gender shall include both genders.
14 AUDITOR as used in this Agreement or in any other document referred to in or made a part of this
15 Agreement shall likewise include both singular and plural, a corporation, a partnership, individual,
16 firm or person acting in any fiduciary capacity as executor, administrator, trustee or in any other
17 representative capacity or any other entity. All covenants herein contained on the part of AUDITOR
18 shall be joint and several if more than one person, firm or entity executes this Agreement.

19 **17. WAIVER.**

20 No waiver of any breach or of any of the covenants or conditions of this Agreement shall be
21 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of
22 the same or any other covenant or condition.

23 **18. CHOICE OF LAW.**

24 The laws of the State of California shall govern this Agreement. This Agreement is made and
25 entered into in Imperial County, California. To the extent permitted by law, any action brought by
26 either party with respect to this Agreement shall be brought in a court of competent jurisdiction
27 within said County.

28 ///

1 **19. ATTORNEYS' FEES.**

2 If either party herein brings an action to enforce the terms thereof or declare rights hereunder,
3 the prevailing party in any such action, on trial or appeal, shall be entitled to its reasonable attorneys'
4 fees to be paid by the losing party as fixed by the court.

5 **20. AUTHORITY.**

6 Each of the individuals executing this Agreement on behalf of AUDITOR and ICTC represent
7 and warrant that:

8 **20.1** He or she is duly authorized to execute and deliver this Agreement on behalf of
9 AUDITOR or ICTC as applicable;

10 **20.2** Such execution and delivery on behalf of AUDITOR is in accordance with the terms
11 of the Articles of Incorporation or Partnership, any By-Laws or Resolutions of
12 AUDITOR; and

13 **20.3** Such execution and delivery on behalf of ICTC is duly authorized by the Board of
14 Supervisors and within the authority of the signatory identified below.

15 **21. COUNTERPARTS.**

16 This Agreement may be executed in counterparts.

17 **22. REVIEW OF AGREEMENT TERMS.**

18 This Agreement has been reviewed and revised by legal counsel for both ICTC and
19 AUDITOR, and no presumption or rule that ambiguities shall be construed against the drafting party
20 shall apply to the interpretation or enforcement of the same or any subsequent amendments thereto.

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1 **IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed
2 the day and year first above written and shall be effective as of said date.

3
4 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

5
6
7 By: _____
8 **LUIS A. PLANCARTE**
 Chairperson

9 **ATTEST:**

10
11 By: _____
12 **CRISTI LERMA**
 Secretary of the Commission

13 **AUDITOR:**

14
15
16 By: _____
 ROGER A. MARTINEZ, CPA
 Partner, Audit Practice Leader

17 **APPROVED AS TO FORM:**

18
19 By: _____
20 **Eric Havens**
 ICTC Counsel

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22
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24
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26
27
28

VI. ACTION CALENDAR

- B. Appointment of an ICTC Commission Member to the SCAG Regional Council
 - 1. Appoint one ICTC Commission Member to the SCAG Regional Council



1503 N. IMPERIAL AVENUE, SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 20, 2024

Luis Plancarte, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Appointment of an ICTC Commission Member to the SCAG Regional Council

Dear Commission Members:

ICTC has an opportunity to appoint an ICTC Commission Member to the Southern California Association of Governments (SCAG) Regional Council as a voting member representing ICTC. Since December 16, 2020, Commissioner Maria Nava-Froelich has represented ICTC in this capacity. We greatly appreciate Mrs. Nava-Froelich's commitment during these past three plus years. Previously, retired Commissioner James Predmore held this position.

The meetings are currently held on the first Thursday of each month at 12:30 p.m. Currently, staff is requesting an appointment for one of the Commissioners to serve as an ICTC representative on the SCAG Regional Council. Ideally, this Commissioner would also be appointed to the SCAG Transportation Committee. The appointment requires attendance of the monthly meetings in Los Angeles and the annual General Assembly. The Chair and Commissioners will make the appointment amongst those that have expressed their interest at this meeting on Wednesday, August 28, 2024

It is recommended that the ICTC Commission take the following actions:

1. Appoint one ICTC Commission Member to the SCAG Regional Council

Sincerely,

DAVID AGUIRRE
Executive Director

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

VI. ACTION CALENDAR

- C. Appointment of an alternate to the California Vanpool Authority (CalVans) Board
 - 1. Appointment of an alternate from the Commission to the Cal Vans Board.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 21, 2024

Luis Plancarte, Chairperson
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: Appointment of an alternate to the California Vanpool Authority (CalVans) Board

Dear Commission Members:

The California Vanpool Authority (CalVans) Joint Powers Agency was formally established in January 2012 as a public transit agency with Board Members representing 10 agencies. The CalVans Board is made up of a Board member from each of the member agencies. The agency does not require contributions from member agencies, other than the Board Member and Staff time devoted to the monthly meetings. As a public transit agency, CalVans is simply an addition to the public transit options provided to the residents and businesses in the Board Member's jurisdiction. Guidance and input from each Board member guides CalVans staff in providing vanpool services that benefit each area, particularly those who may have difficulty finding transportation due to economic conditions.

Meetings are held monthly at 10:00 a.m. on the second Thursday. Members can participate via zoom and meetings normally last 45 minutes. There are 1-2 in person events that take place throughout the year.

There will be a vacancy due to Commissioner Nava-Froelich's departure. Therefore, staff requests consideration for an appointment of an alternate to the CalVans Board, after public comment, if any:

1. Appointment of an alternate from the Commission to the CalVans Board.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', is written over a light blue horizontal line.

DAVID AGUIRRE
Interim Executive Director

DA/cl

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

VI. ACTION CALENDAR

- D. Proposed Distribution plan for the 2024 Cycle 5 Local Partnership Formulaic Program (LPP)
 - 1. Approve Proposed Distribution Plan for the Local Partnership Formulaic Program funds;
 - a. Cycle 5 Option #2 Flat Distribution Plan
 - b. Authorize staff to open Call for Projects for the Local Partnership Formulaic Program Cycle 5
 - 2. Authorize staff to submit the recommended projects to the California Transportation Commission (CTC).



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

August 22, 2024

Luis Plancarte,
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: Proposed Distribution plan for the 2024 Cycle 5 Local Partnership Formulaic Program (LPP)

Dear Commission Members:

The Imperial County Transportation Commission (ICTC) has received revenue information for the 2024 Cycle 5 Local Partnership Formulaic Program (LPP). There is a total of **\$1,044,000 available** for Cycle 5 which includes two Fiscal Years (Fiscal Year 2025/26 through Fiscal Year 2026/27) for the Imperial County Region.

The purpose of the Local Partnership Program is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements. Consistent with Senate Bill 1, the Commission intends this program to balance the need to direct increased revenue to the state’s highest transportation needs while fairly distributing the economic impact of increased funding.

2024 Program Cycle 5	
FY 2025/2026	FY 2026/2027
\$524	\$520
Total Available: \$1,044,000	

For Cycle 5, ICTC staff is proposing options to TAC members for the distribution of these funds. The distribution calculations proposed are Option 1- Population and Maintained Mileage Based Distribution and Option 2- Using a Flat Distribution in addition to Population and Maintained Mileage. The proposed distribution is similar to the Local Transportation Authority (LTA) formula distribution. ICTC staff prepared two possible distribution options for consideration.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

The following are the Proposed Distribution Plan options for the LPP funds:

Cycle 5 Population and Maintained Mileage Based Distribution Plan Option #1

JURISDICTION	2024 TOTAL POPULATION	2023 MAINTAINED MILEAGE	ALLOCATION	TOTAL ALLOCATION
Brawley	28,185	87.47	\$139,893.99	\$139,893.99
Calexico	39,170	102.70	\$193,119.86	\$193,119.86
Calipatria	3,601	23.30	\$18,707.22	\$18,707.22
El Centro	44,159	136.51	\$219,142.92	\$219,142.92
Holtville	5,583	23.83	\$28,158.10	\$28,158.10
Imperial	22,111	80.55	\$110,566.75	\$110,566.75
Westmorland	2,050	9.19	\$10,369.52	\$10,369.52
Imperial County	30,974	2,572.15	\$324,041.65	\$324,041.65
Total	175,833	3,035.70	\$1,044,000.01	\$1,044,000.01

Cycle 5 Flat Distribution Option #2

JURISDICTION	2024 TOTAL POPULATION	2023 MAINTAINED MILEAGE	FLAT ALLOCATION	ALLOCATION	TOTAL ALLOCATION
Brawley	28,185	87.47	\$12,500.00	\$126,494.18	\$138,994.18
Calexico	39,170	102.70	\$12,500.00	\$174,621.79	\$187,121.79
Calipatria	3,601	23.30	\$12,500.00	\$16,915.34	\$29,415.34
El Centro	44,159	136.51	\$12,500.00	\$198,152.22	\$210,652.22
Holtville	5,583	23.83	\$12,500.00	\$25,460.96	\$37,960.96
Imperial	22,111	80.55	\$12,500.00	\$99,976.07	\$112,476.07
Westmorland	2,050	9.19	\$12,500.00	\$9,376.27	\$21,876.27
Imperial County	30,974	2,572.15	\$12,500.00	\$293,003.17	\$305,503.17
Total	175,833	3,035.70	\$100,000.00	\$944,000.00	\$1,044,000.00

Cycle 5 guidelines were approved on August 15-16 California Transportation Commission (CTC) meeting. Local agencies can submit projects as early as August 19, 2024. Keep in mind that LLP funds require a 50% non-state fund match. The match requirement allows the use of local and federal funds as a match. Any fund that requires CTC approval, cannot be used as a match towards LPP funds.

ICTC staff developed the Proposed Distribution Plan Options for the LPP funds for discussion and recommendation by TAC members. On August 22, 2024, members of the ICTC TAC reviewed the Proposed Distribution Plan Options for LPP funds. TAC members were able to agree to move forward with **Option #2- Flat Distribution Plan** for Cycle 5 with the intention of forwarding this item to the ICTC Commission.

Due to timing constraints this item was taken to the Management Committee on August 14, 2024, as an information item. The Technical Advisory Committee met on August 22, 2024, and forwards this item to the Commission for review and approval after public comment, if any:

1. Approve Proposed Distribution Plan for the Local Partnership Formulaic Program funds;
 - a. Cycle 5 Option #2 Flat Distribution Plan
 - b. Authorize staff to open Call for Projects for the Local Partnership Formulaic Program Cycle 5
2. Authorize staff to submit the recommended projects to the California Transportation Commission (CTC).

Sincerely,



David Aguirre
Executive Director

DA/mf
Attachment

**CALIFORNIA TRANSPORTATION COMMISSION
2024 LOCAL PARTNERSHIP FORMULAIC PROGRAM
GUIDELINES ADOPTION**

RESOLUTION G-24-64

- 1.1 **WHEREAS**, Streets and Highways Code Section 2033 requires the California Transportation Commission (Commission) to develop and adopt guidelines for the Local Partnership Program, and
- 1.2 **WHEREAS**, the Local Partnership Formulaic Program objective is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements; and
- 1.3 **WHEREAS**, the Commission hosted five virtual public workshops and 25 virtual office hour sessions and worked collaboratively with the Interagency Equity Advisory Committee, California Department of Transportation, regional transportation agencies, local agencies, advocates, and other stakeholders to develop the 2024 Local Partnership Formulaic Program guidelines, and
- 1.4 **WHEREAS**, Commission staff presented an initial draft of the 2024 Local Partnership Formulaic Program Guidelines to the Commission at its June 27-28, 2024, meeting, and
- 1.5 **WHEREAS**, the Commission held one public hearing on August 15, 2024.
- 2.1 **NOW, THEREFORE BE IT RESOLVED**, that the Commission adopts the 2024 Local Partnership Formulaic Program Guidelines, and
- 2.2 **BE IT FURTHER RESOLVED**, that the purpose of these guidelines is to identify the Commission's policy, standards, criteria and procedures for the development, adoption, and management of the 2024 Local Partnership Formulaic Program, as well as provide guidance to applicants, implementing agencies, and the California Department of Transportation, and
- 2.3 **BE IT FURTHER RESOLVED**, that Commission staff is authorized to make minor technical changes to the guidelines, as needed, and

- 2.4 **BE IT FURTHER RESOLVED**, that the guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation, and
- 2.5 **BE IT FURTHER RESOLVED**, that the Commission directs Commission staff to post these guidelines to the Commission's website.

2024
LOCAL PARTNERSHIP FORMULAIC
PROGRAM GUIDELINES

Adopted August 15, 2024

Resolution G-24-64

CALIFORNIA TRANSPORTATION COMMISSION





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I. INTRODUCTION

1. Authority

The Road Repair and Accountability Act of 2017, (Senate Bill [SB] 1, Beall, Chapter 5, Statutes of 2017) created the Local Partnership Program and continuously appropriates two hundred million dollars (\$200,000,000) annually to be allocated by the California Transportation Commission (Commission) to local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The Local Partnership Program was subsequently amended by Assembly Bill (AB) 115 (Committee on Budget, Chapter 20, Statutes of 2017) and AB 135 (Committee on Budget, Chapter 255, Statutes of 2017).

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Local Partnership Program. The Commission may amend these guidelines after first giving notice of the proposed amendments and conducting at least one public hearing. The Commission will make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission to comply with the amended guidelines.

Local Partnership Formulaic Program (Formulaic Program) guidelines were developed in cooperation with the Interagency Equity Advisory Committee, the California Department of Transportation (Caltrans), transportation planning agencies, county transportation commissions, local agencies, and other stakeholders, pursuant to Streets and Highways Code Section 2033.

2. Purpose

The primary objective of the Local Partnership Program is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements (as defined by Government Code Section 8879.67[b]). Consistent with SB 1, the Commission intends this program to balance the need to direct increased revenue to the state's highest transportation needs while fairly distributing the economic impact of increased funding (SB 1 Section 1[l]).



3. Program Schedule

The following schedule lists the major milestones for the development and adoption of the Local Partnership Formulaic Program:

Milestone	Date
Publish proposed Formulaic Funding Distribution	June 27-28, 2024
Draft Guidelines presented to the Commission	June 27-28, 2024
Guidelines Hearing	August 15-16, 2024
Adoption of Formulaic Guidelines and Fund Distribution <i>(Call for Projects)</i>	August 15-16, 2024
Project Nominations Due <i>(Initial Programming)</i>	November 15, 2024
Release Staff Recommendations	January 8, 2025
Initial Program Adoption	January 22-23, 2025
Project Nominations Due <i>(Final Deadline)</i>	April 28, 2028

II. ELIGIBILITY

4. Eligible Applicants

An eligible applicant under the Formulaic Program is a local or regional transportation agency that has sought and received voter approval of taxes, tolls, or fees which taxes, tolls, or fees are dedicated solely to transportation improvements. To be eligible that agency must also administer those taxes, tolls, or fees.

5. Eligibility Verification

Taxing authorities that have established eligibility prior to the adoption of these guidelines are listed in Appendix C.

Taxing authorities with new voter-approved tax measures, tolls, or fees that are potentially eligible for the Formulaic Program, must notify the Commission no less than six weeks prior to any future formulaic funding distribution adoption.

To verify eligibility, a taxing authority must submit the following information to the Commission:

- A cover letter signed by the taxing authority's Executive Director to affirm the taxes, tolls, or fees are dedicated solely to transportation improvements.



- A copy of the ordinance or resolution seeking voter-approval of the tax, toll, or fee.
- Ballot information.
- Election results (Official Statement of Votes Cast).
- For tolls, fees, and taxes other than sales taxes, a copy of the relevant section of the taxing authority's most recent audited financial statements indicating the revenue generated by the tax, toll, or fee, including posting location on the internet and information about how the revenues are reported to the State.

Upon receipt of all required documentation, the Commission will conduct a review and notify the taxing authority of the Commission's determination. The Commission may contact the taxing authority for additional information during the eligibility verification process.

Taxing authorities seeking verification of eligibility after adoption of the formulaic funding distribution must notify the Commission to be considered. If eligibility is established, an amendment to the funding distribution will be considered (refer to Section 9, *Distribution*).

6. Eligible Projects

Eligible projects for the Local Partnership Program will be consistent with subdivisions (a) and (b) of Government Code Section 8879.70, and Streets and Highways Code Section 2032(a). The Commission encourages projects that align with the state's climate and equity goals as well as those that identify and incorporate the installation of conduit or fiber, where appropriate and feasible, along strategic corridors.

Eligible projects shall include the following:

- A. Improvements to the state highway system including, but not limited to, the following:
 - Major rehabilitation of an existing segment that extends the useful life of the segment by at least 15-years.
 - New construction to increase capacity of a highway segment that improves mobility or reduces congestion on that segment; and
 - Safety or operational improvements on a highway segment that are intended to reduce accidents and fatalities or improve traffic flow on that segment.



- B. Improvements to transit facilities, including guideways, that expand transit services, increase transit ridership, improve transit safety, enhance access or convenience of the traveling public, or otherwise provide or facilitate a viable alternative to driving.
- C. Acquisition of zero-emission buses, and the cleanest available rail cars, locomotives, vans, or other rolling stock including, where eligible, those necessary for the provision or maintenance of fixed route or demand responsive transit services including micro transit, paratransit, non-medical transportation (NMT) and non-emergency medical transportation (NEMT).
- D. Capital projects that employ advanced and innovative technology, including but not limited to Intelligent Transportation Systems, digital signage and wayfinding systems, real-time travel information devices, demand responsive technology necessary for the provision of micro transit, paratransit, non-medical transportation (NMT) and non-emergency medical transportation (NEMT), and efficient and intelligent parking infrastructure and systems.
 - Identified system and device performance and optimization to support those investments are eligible if they are considered capital costs.
- E. Improvements to the local road system, including, but not limited to, the following:
 - Major roadway rehabilitation, resurfacing, or reconstruction that extends its useful life by at least 15 years.
 - New construction and facilities to increase capacity, improve mobility, or enhance safety; and
 - Safety or operational improvements that are intended to reduce accidents and fatalities or improve traffic flow on that segment.
- F. Improvements to bicycle or pedestrian safety or mobility with an extended useful life.
- G. Improvements to mitigate the environmental impact of new transportation infrastructure on a locality's or region's air quality or water quality, commonly known as "urban runoff," including management practices for capturing or treating urban runoff.
- H. For purposes of the Local Partnership Program, a separate phase or stage of construction for an eligible project may include mitigation of the project's environmental impacts, including, but not limited to, sound walls, landscaping,



wetlands or habitat restoration or creation, replacement plantings, and drainage facilities.

- I. Sound walls for a freeway that was built prior to 1987 without sound walls and with or without high occupancy vehicle lanes if the completion of the sound walls has been deferred due to lack of available funding for at least 20 years and a noise barrier scope summary report has been completed within the last 20 years.
- J. Road maintenance and rehabilitation.
- K. Other transportation improvement projects.

As applicable by law, projects that propose to construct a tolled transportation facility must obtain Commission approval to operate the toll facility in accordance with the Commission's Toll Facility Application Guidelines prior to the project being programmed in the Local Partnership Formulaic Program.

III. FUNDING

7. Funding and Programming Cycle

The Local Partnership Program receives \$200 million annually from the Road Maintenance and Rehabilitation Account and each program cycle will include two years of funding. The 2024 Local Partnership Program (Formulaic and Competitive) will include Fiscal Years 2025-26 and 2026-27. New cycles will be programmed every two years.

The Formulaic Incentive Funding of \$20 million will be set aside each fiscal year from the Local Partnership Program leaving \$180 million to be distributed annually, 60 percent via Formulaic and 40 percent via Competitive.

8. Matching Requirements

Projects funded from the Formulaic Program will require at least a one-to-one match of private, local, federal, or state funds with the following exceptions:

- Taxing authorities with a voter-approved tax, toll, or fee which generates less than \$2 million annually are required to provide a match equal to 25 percent of the requested Formulaic Program funds. This exception is based on the revenue generated by the nominating agency's voter-approved taxes, tolls, or fees.
- For Soundwall only projects, the expenditure of local funds to complete the Project Approval and Environmental Document, Plans, Specifications, and Estimate, and Right-of-Way phases may be used to meet the one-to-one match for the Construction phase.



For purposes of calculating the required match, the Commission will, except for State Transportation Improvement Program (STIP) funding, only consider funds that are not allocated by the Commission on a project specific basis.

Local Streets and Roads Program funding may be used; however, apportionments must be received from the State Controller's Office and the project must be eligible as outlined in the Local Streets and Roads Program Guidelines.

The matching funds must be expended concurrently and proportionally on the project phase programmed with Formulaic Program funds, except as noted below. Costs incurred prior to allocation will not be counted towards the match.

The Commission may, at the time of programming or allocation, approve non-proportional spending. For projects receiving federal funds, the non-proportional spending must be approved by the Federal Highway Administration prior to allocation.

Adjustments will be made at project closeout to ensure matching funds were spent proportionally to the Formulaic Program funds.

9. Distribution

Prior to each programming cycle, the Commission will adopt the formulaic distribution of funding for each eligible taxing authority rounded to the nearest whole thousand dollars. The Commission determines the formulaic funding amount for each eligible taxing authority with a voter-approved tax, toll, or fee that will be collected during the current programming cycle.

All taxing authorities eligible for formulaic funding will receive a minimum annual amount of \$200,000. The Commission may adjust this minimum funding in future programming cycles.

9.1 Distribution Factors

Revenue and Population

The Commission will determine the total amount of annual revenue generated from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements according to the most recent available data reported as follows:

- Local sales tax revenues: the sum of gross revenues for the most recent four quarters as reported for each local tax by the Department of Tax and Fee Administration.
- Parcel and property tax revenues: the revenues for the most recent fiscal year, as reported to the State Controller pursuant to Government Code Section 53891.



- Tolls and other tax revenues: the sum of revenues for the most recent fiscal year, as reported in the taxing authority's most recent audited financial statements.
- Population: the annual population estimate for cities and counties issued by the Department of Finance in May directly prior to the adoption of the formulaic funding distribution.

Geographic Location

The Commission will establish funding for northern California and southern California by attributing the proportional share of revenues from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements and imposed in counties in northern California to the northern share; and by attributing the proportional share of revenues from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes imposed in counties located in southern California to the southern share. The determination as to whether a county is in northern or southern California shall be based on the definitions set forth in the Streets and Highways Code Section 187.

Southern Distribution. Program funds made available to the southern share will be distributed as follows:

- 75 percent based on the population of the county in which the taxing authority is located compared to the total population of southern California counties with voter-approved sales taxes dedicated solely to transportation improvements.
- 25 percent based on the total amount of sales tax revenue generated by the voter-approved sales tax measures dedicated solely to transportation improvements administered by the taxing authority compared to the total amount of sales tax revenue generated from voter-approved sales tax measures dedicated solely to transportation improvements in southern California.

Northern Distribution. Program funds made available to the northern share will be distributed as follows:

- Program funds generated by voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes, excluding sales taxes, dedicated solely to transportation improvements shall be distributed to the taxing authority based on the proportional share of revenues generated by the toll or tax by that entity in comparison to the total revenues generated by, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements in northern California.



- Program funds generated by voter-approved sales taxes dedicated solely to transportation improvements shall be distributed to the taxing authority as follows:
 - 75 percent based on the population of the county in which the taxing authority is located compared to the total population of northern California counties with voter-approved sales taxes dedicated solely to transportation improvements.
 - 25 percent based on the total amount of sales tax revenue generated by the voter-approved sales tax measures dedicated solely to transportation improvements administered by the taxing authority compared to the total amount of sales tax revenue generated from voter-approved sales tax measures dedicated solely to transportation improvements in northern California.

The following factors will be considered for calculating the funding distribution, as applicable:

- Where a city has a voter-approved local sales tax and is located within a county without a countywide sales tax, the Commission will adopt a formulaic funding distribution for the city based on the city's population and the city's sales tax revenue.
- Where a city has a voter-approved local sales tax and is located within a county with a voter-approved local sales tax, the Commission will adopt a countywide formulaic funding amount based on the county's population and the county's sales tax revenue; and a formulaic funding amount for the city based on the city's sales tax revenue.
- Where there are multiple eligible taxing authorities with a voter-approved local sales tax within a county (or counties) with a countywide sales tax, the Commission will adopt a formulaic funding distribution for each taxing authority based on the relative tax rates of each voter-approved sales tax.

9.2 Distribution Adjustments

The adopted formulaic funding distribution amounts for each taxing authority will not be adjusted mid-cycle to accommodate the inclusion of new voter-approved tax measures, tolls, or fees. Adjustments will be made to the total funding amount available for all taxing authorities in the subsequent cycle of the Formulaic Program except when unused incentive funding is redistributed (refer to Section 10, Incentive Funding).



Taxing authorities that receive voter approval for new tax measures, tolls, or fees after adoption of the formulaic funding distribution, will be eligible to receive formulaic funding on the first day following the measure effective date.

- For taxing authorities with new voter-approved sales taxes, the formulaic funding shall be distributed based on 75 percent of the county's population in which the taxing authority is located compared to the total population of the region's (Northern or Southern) counties with voter-approved sales taxes dedicated solely to transportation improvements.
- For taxing authorities with new voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes, excluding sales taxes, the formulaic funding shall be distributed based on the proportional share of the projected annual revenue of the voter-approved tax initiative in comparison to the total revenues generated by voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes in Northern California.

10. Incentive Funding

The Formulaic Program recognizes new or renewed voter-approved self-help efforts and incentivizes jurisdictions to pursue future voter-approved tax measures, tolls, or fees. Incentive funding will be set-aside each fiscal year from the Local Partnership Program.

One-time incentive funding will be provided to jurisdictions that seek and receive voter-approval of new or renewed tax measures, tolls, or fees, if those tax measures, tolls, or fees meet the following criteria:

- Have a minimum period of ten years, and
- Are dedicated solely to transportation, and
- For sales taxes, are equal to or greater than one quarter cent.

The total amount of incentive funding awarded to jurisdictions will not exceed \$20 million annually. The incentive funding amount is based upon the projected annual revenue of the voter-approved tax, toll, or fee initiative. Incentive funding amounts will be a minimum of \$200,000 and may range up to a maximum of \$5,000,000 for each jurisdiction. Jurisdictions with a projected tax revenue of less than \$200,000 will receive the minimum incentive funding amount of \$200,000.

Should the sum of eligible incentive funding amounts (based on the above criteria) exceed \$20 million in any fiscal year, each incentive funding amount provided in that fiscal year will be reduced proportionally while still maintaining the \$200,000 minimum



funding amount. If this occurs, the Commission may elect to provide funding equal to the reductions in the following fiscal year, if incentive funding is available (that is, if the incentive funding in that following year is not depleted).

Incentive funding will be made available to eligible jurisdictions in June of each year.

10.1 Unused Incentive Funding

Unused incentive funding will be redistributed as outlined below. If there are unused incentive funds in the last year of the programming cycle, those funds will be redistributed in the subsequent cycle.

- Based on the program funding distribution (60 percent via formulaic and 40 percent via competitive).
- The amount to the Formulaic Program will first be used to offset the formulaic funding distribution amounts of new tax measures, tolls, or fees added during the fiscal year. Then the remaining balance will be redistributed to eligible taxing authorities in the next fiscal year.
- The amount to the Competitive Program will be redistributed in the last fiscal year of the Competitive Program programming cycle.

11. Funding Restrictions

The Formulaic Program funds may be used for any capital project phase (Project Approval and Environmental Document; Plans, Specifications, and Estimate; Right-of-Way; and Construction).

The Formulaic Program will only fund projects or project phases that are fully funded.

Projects on the state highway system and projects implemented by Caltrans require a Caltrans approved Project Report.

11.1 Supplemental Funding

A taxing authority may nominate an existing programmed project for supplemental funding if the project was allocated Formulaic Program funding and the supplemental funding is programmed to the same project phase.

Supplemental funding requests for pre-construction phases may be considered up to six months prior to the expenditure deadline. The expenditure deadline for a supplemental allocation must be the same as the original allocation.

Supplemental funding for the Construction phase must be programmed and allocated prior to contract award.



The supplemental funding may be to replace local funding already committed to the project, subject to the required match (refer to Section 8, *Matching Requirements*).

To streamline the programming process, a taxing authority may request to program supplemental funds with a simplified project nomination submittal as outlined in Appendix B. Taxing authorities requesting to add funding to an unallocated phase should refer to Section 22, *Amendments*.

12. Reimbursement

The Formulaic Program is a reimbursement program for eligible costs incurred. The implementing agency may begin incurring eligible costs upon allocation; however, reimbursement is dependent upon entering into an agreement with Caltrans. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e., Authorization to Proceed) are not eligible for reimbursement.

IV. PROGRAMMING

13. Screening Criteria

The Commission will include each project nominated by a taxing authority in the formulaic program of projects provided that the Commission finds the nomination meets the requirements of statute and Commission guidelines.

Project nominations will be screened for the following:

- Project eligibility.
- Nomination package is complete.
- Demonstrate the required funding match.
- Demonstrate that all other funds for the proposed project (segment or phase) are committed.

14. Programming

The program of projects is a list of projects adopted by the Commission at the beginning of each programming cycle that shows the amount of Formulaic Program funds approved for each nominated project.

The Formulaic Program of projects for each fiscal year will include, at a minimum for each project, the nominating and implementing agency, project title, and the amount to be funded from the Formulaic Program. The program of projects will not include projects



that request Formulaic Program funding that exceeds a taxing authority's formulaic funding distribution.

A taxing authority can nominate a project for inclusion in the program of projects by submitting a project nomination as outlined in Appendix A. Projects nominated for inclusion in the Formulaic Program after the initial deadline will be amended into the program of projects with a subsequent Commission action.

14.1 Programming Requirements:

The Commission will program eligible project costs in the following phases: Project Approval and Environmental Document; Plans, Specifications, and Estimate; Right-of-Way; and Construction.

For Caltrans implemented projects only, the cost of Right-of-Way support and Construction support will be separated out and programmed separately from the Right-of-Way capital and Construction capital costs.

The Commission will program and allocate funding to projects in whole thousands of dollars.

The Commission will program a project phase only if it finds that the phase itself is fully funded from a combination of Formulaic Program and other committed funding, or uncommitted funding as outlined in Section 15, and that the required match has been met. The Commission will regard funds as committed when they meet the requirements outlined in Section 15, *Committed and Uncommitted Funds*.

A project nomination may identify an agency other than the eligible taxing authority to be the implementing agency. The implementing agency assumes responsibility and accountability for the use and expenditure of program funds as well as staying in compliance with Section 24, *Reporting Requirements*.

These guidelines do not preclude the transfer of formulaic funding between eligible taxing authorities. Taxing authorities may agree to transfer their Formulaic Program funding by nominating a project in another county. The taxing authority must include a letter signed by all parties agreeing to the transfer as part of the project nomination.

Taxing authorities and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.

The Commission expects collaboration and cooperation between the taxing authority (nominating agency), implementing agency, and Caltrans for all projects on the state highway system.



14.2 Unprogrammed Formulaic Funding

If the initial program of projects adopted by the Commission does not program the full amount of a taxing authority's formulaic or incentive award funding, the balance will remain available for later program amendments supported by eligible project nominations until June 30, 2028 (first fiscal year of the subsequent programming cycle). The taxing authority must submit project nominations by April 30, 2028.

Unprogrammed funds must be programmed and allocated by June 30, 2028. Funds that remain unprogrammed and unallocated by the deadline will be redistributed to the Local Partnership Program. Where a project will not be ready for allocation, the implementing agency should request an extension of the allocation deadline (refer to Section 20, *Timely Use of Funds – Deadlines* and Section 21, *Timely Use of Funds - Extensions*).

15. Committed and Uncommitted Funds

The Commission will regard funds as committed when they are programmed by the Commission or when the taxing authority with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Regional Surface Transportation, Congestion Mitigation and Air Quality, and federal formula transit funds, the commitment may be by Federal Transportation Improvement Program adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

Uncommitted funds may only be from the following competitive programs:

- Trade Corridor Enhancement Program,
- Solutions for Congested Corridors Program,
- Local Partnership Competitive Program,
- or a federal discretionary grant program.

If a project with uncommitted funds is programmed, all funding commitments must be secured prior to July 1 of the year in which the project is programmed.

The implementing agency must provide a project funding plan through the Construction phase that demonstrates the non-Formulaic Program funding in the plan (local, federal, state, private sources) is reasonably expected to be available and sufficient to complete the project.

Projects programmed by the Commission in the Formulaic Program will not be given priority in other programs under the Commission's purview.



16. Letter of No Prejudice

The Commission will consider approval of a Letter of No Prejudice to advance a project programmed in the Formulaic Program. Approval of the Letter of No Prejudice will allow the implementing agency to begin work and incur eligible expenses prior to allocation. The [Letter of No Prejudice Guidelines](#) are available on the Commission's website.

17. Title VI Requirements

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or other federal financial assistance.

Projects programmed for Formulaic Program funds must comply with Title VI requirements as follows:

- The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. Nominating agencies and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.
- The implementing agency will ensure that no person or group(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded, or otherwise subject to discrimination, related to projects programmed and allocated by the Commission, regardless of whether the programs and activities are federally funded. The implementing agency will comply with all federal and state statutes and implementing regulations relating to nondiscrimination.
- A current list of Title VI nondiscrimination and related authorities is available on the Commission's website at:
<https://catc.ca.gov/programs/equity-and-public-engagement/title-vi-information>.

V. DELIVERY

18. Delivery Methods

The Commission supports and encourages innovative delivery methods. Projects using alternative delivery methods such as design-build, progressive design-build, design sequencing procurement, or Construction Manager/General Contractor delivery should be identified in the project nomination, before programming, or as soon as possible before allocation. Due to the non-traditional nature of alternative delivery methods, it is possible that projects using alternative delivery methods might not follow the same procedures as projects utilizing design bid-build delivery. Flexibility may be requested



and approved consistent with programming and allocation capacity, program guidelines, and state and federal law.

For a project expected to use a design-build or design-sequencing delivery method, the Commission may program the Local Partnership Formulaic Program funds in the construction component of the project. The allocation however may be a combined amount to include design, right of way, and construction.

When using the Construction Manager/General Contractor delivery method, the project will be programmed and allocated in the same manner as design-bid-build. During the environmental or design phase, Construction Manager/General Contractor contract costs are considered environmental or design phase expenditures. As the project advances in the design phase, it may be desirable to separate the project into packages, or segments, for efficiencies in the Construction delivery.

If this is the case, the project may be divided into separate delivery contracts and the Commission must be notified as soon as possible. The delivery dates and the scope of work must be consistent with the approved electronic Project Programming Request (ePPR).

19. Allocations

When an agency is ready to implement a project or project phase, the agency will submit an allocation request to Caltrans. After receipt of the request, the typical time required to complete Caltrans review and recommendation, and Commission allocation is 60 days.

If the project will be implemented by an agency other than the taxing authority, the allocation request must be signed by the implementing agency and include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant (taxing authority) and implementing agency.

19.1 Review Process

Caltrans will review the allocation request and provide a recommendation to the Commission for action.

The recommendation from Caltrans must include:

- Determination of project readiness
- Availability of appropriated funding
- Availability of all identified and committed supplementary and matching funds



- For a construction allocation recommendation, certification from Caltrans verifying that the project's Plans, Specifications, and Estimate are complete, environmental and Right-of-Way clearances are secured, and all necessary permits and agreements (including railroad construction and maintenance) are executed. Caltrans considers these projects Ready to List (RTL).

Commission staff may request additional information as part of the Commission's review.

19.2 Allocation Requirements

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for Plans, Specifications, and Estimate; Right-of-Way; or Construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA). As a matter of policy, the Commission will not allocate funds for Plans, Specifications, and Estimate; Right-of-Way; or Construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA).

The Commission, as a Responsible Agency, must approve the environmentally cleared project for future funding consideration. The submission forms for this approval are available on the [Commission website](#).

The Commission will approve an allocation in whole thousands of dollars.

If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

Construction phase and Construction Support phase allocations:

- A project will only be placed on the Commission's agenda for an allocation of Construction and Construction support funds if the project is ready to advertise.
- When Caltrans is the implementing agency, Right-of-Way Support and Construction Support costs must be allocated separately from Right-of-Way capital and Construction capital costs.
- The implementing agency must not award the Construction contract for a project until the Commission has approved allocation of the Formulaic Program funds for the project.
- The implementing agency should not request an allocation of construction funds unless it is prepared to award contract(s) related to the allocation within six months of allocation approval.



- If an agency that has Commission approval to use more than one contract to deliver the programmed project scope, then it must request separate allocations for each contract.

If a project or project phase is ready for implementation earlier than the fiscal year in which it is programmed in the Formulaic Program, the implementing agency may request an allocation in advance of the programmed year. The Commission may approve an allocation in advance of the programmed year if the allocation will not delay availability of funding for other projects.

19.3 Allocation Adjustments

Allocated funds may be shifted between programmed project phases to accommodate cost changes within the following limits:

Any amount that is allocated for the Project Approval and Environmental Document phase may also be expended for the Plans, Specifications, and Estimate phase. In addition, the implementing agency may expend an amount allocated for Project Approval and Environmental Document; Plans, Specifications, and Estimate; Right-of-Way; and Construction for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by the implementing agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission.

Shifting of allocated funds between phases will not impact the amount of Formulaic Program funding programmed to the project. The implementing agency must coordinate with Caltrans and receive the approval of all the partners that nominated the project before submitting allocation adjustment requests to Caltrans.

20. Timely Use of Funds - Deadlines

The Commission expects certain deadlines to be met as programmed projects are implemented. If the expected deadlines are not met and a time extension is not approved prior to the expiration of a deadline, the Formulaic Program funds will be deleted from the project phase and the funds will be redistributed in the subsequent Local Partnership Program cycle.

- **Allocation deadline.** Allocation for a programmed project phase must be requested in the fiscal year in which the funds are programmed. Funds programmed to a project expire on June 30 of the fiscal year in which the funds are programmed. An allocation request must be placed on a Commission meeting agenda no later than the June Commission meeting of the fiscal year in which the funds are programmed.



- At the time of fund allocation, the implementing agency may request that the Commission extend the deadline for completion of work and the liquidation of funds beyond the 36 months for project completion outlined in the Timely Use of Funds Policy, to accommodate the proposed expenditure plan for the project.
- **Contract award deadline.** The Construction phase contract(s) must be awarded within six months of an approved allocation.
 - The implementing agency must not award the contract(s) for a project until the Commission has allocated the Formulaic Program funds programmed to the Construction phase and the Construction support phase.
- **Project expenditure deadline (pre-construction).** Funds allocated for project development (Project Approval and Environmental Document; Plans, Specifications, and Estimate) or Right-of-Way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the expenditure deadline.
- **Project completion deadline.** After award of the construction phase contract(s) (project completion), the implementing agency has up to 36 months to complete (accept) the contract(s). The implementing agency must invoice Caltrans for these costs no later than 180 days after the completion deadline.
- **10-year requirement.** Projects must commence right-of-way acquisition or construction within 10 years of receiving pre-construction funding (Project Approval and Environmental Document; Plans, Specifications, and Estimate) through the Formulaic Program, or the implementing agency must repay the Formulaic Program funds. Repaid funds will be redistributed in the subsequent Local Partnership Program cycle.

21. Timely Use of Funds - Extensions

The Commission will consider extending the deadlines stated in Section 21 with the following requirements:

1. An unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred to justify the extension.
 - a. Extension requests should describe the specific unforeseen and extraordinary circumstance and identify the delay directly attributable to the circumstance.
2. No deadline will be extended more than once.



3. Each deadline extension request will be considered separately for each programmed project phase.
4. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance.
5. The extension request cannot exceed the maximum period of delay identified in this section.
6. The implementing agency must submit a time extension request to Caltrans at least 60 days prior to the Commission meeting where the extension needs to be approved.
 - a. Except for allocation of funds, all time extension requests must be received by Caltrans before the expiration dates indicated in Section 20.
 - b. An allocation extension request must be approved by the Commission before June 30 of the fiscal year the funds are programmed.
7. Caltrans will review and prepare a written analysis of the proposed extension request and forward the written analysis and recommendation to the Commission for action.
8. The Commission will consider a time extension request when it receives a time extension request with a recommendation from Caltrans.
9. If a time extension is not approved prior to the expiration of a deadline, the Formulaic Program funds will be deleted from the project phase and the funds will be redistributed in the subsequent Local Partnership Program cycle.

The following types of extensions may be requested in the Formulaic Program:

- **Allocation extension (12 month maximum).** An allocation extension may be requested if a project phase cannot be allocated before June 30 in the fiscal year it is programmed.
- **Contract award extension (12 month maximum).** A contract award extension may be requested if the Construction contract(s) cannot be awarded within six months of the approved Construction phase allocation.
- **Project expenditure extension (12 month maximum).** A project expenditure extension may be requested if pre-construction phase expenditures (Project Approval and Environmental Document; Plans, Specifications, and Estimate; and



Right-of-Way) cannot be completed by the end of the second fiscal year following the fiscal year in which the funds were allocated.

Project completion extension (20 month maximum). A project completion extension for the Construction phase completion may be requested if, after allocation, the implementing agency finds that project completion will not occur within 36 months of the construction contract award.

22. Amendments

The Commission will consider amendment requests to assist agencies in implementing their projects and maximize the overall benefits of the Formulaic Program. Amendment requests must be submitted as soon as the implementing agency has identified a need for one and must include documentation that supports the requested change and its impact on scope, cost, schedule, and benefits (outputs and outcomes). Amendment requests are not guaranteed to receive approval.

The Formulaic Program amendments are defined as significant or minor updates, changes, or corrections to a programmed project including the information submitted in the project nomination package.

Schedule changes to a project will not be considered unless a time extension is approved (refer to Section 21).

If there is a cost increase to the project, the implementing agency must submit an updated electronic Project Programming Request form that identifies the cost increase and the fund source that will cover the cost increase.

22.1 General Instructions for all Amendments:

Implementing agencies must notify Caltrans of proposed amendments. Amendment requests must be documented in writing and include the following:

- Detailed explanation of the proposed change.
- Reason for the proposed change. Provide documentation as applicable.
- Impacts to the project benefits (outputs and outcomes).
 - Provide a comparison between the proposed benefits (outputs and outcomes) and those submitted in the initial project nomination, noting an increase, decrease, or no change.
- Revised electronic Project Programming Request form documenting the proposed changes and the amendment request.



- Written concurrence of the proposed amendment from all partners that nominated the project.

Caltrans will review the proposed amendments and present the agency's proposal along with Caltrans' written analysis and recommendation to Commission staff for Commission's approval.

Amendment requests include but are not limited to scope changes, contract separation, and reprogramming formulaic funding.

22.2 Scope Changes

The Commission will consider changes to the approved scope submitted in the project nomination to assist agencies in implementing their projects and to maximize the benefits. The Commission and Caltrans should be notified as soon as possible of a potential change in project scope.

- Scope changes occurring before an allocation approval and deemed by Commission staff to be minor changes will be presented to the Commission as part of the project allocation request. Minor changes are those with little or no impact to the project benefits or those that increase the project benefits.
- Scope changes deemed by Commission staff to be significant changes, and the project benefits are less, will be presented to the Commission as an amendment with a Commission staff recommendation.
- The Commission will not consider scope changes after construction phase allocation unless the request is to expand the scope due to savings at contract award. A scope change due to savings at contract award must be submitted and approved by the Commission prior to contract award (refer to Section 23, *Project Cost Savings*).

22.3 Contract Separation

If the project is divided into more than one contract after programming, the Commission will consider a program amendment. The Commission and Caltrans should be notified as soon as possible if the project is divided into more than one contract.

- Each project phase must remain programmed in the fiscal year in which it was originally programmed.
- The amendment request must identify the scope, funding plan, and schedule for each contract. This includes contracts without Formulaic Program funding but delivering any portion of the project scope that was originally programmed.



- A separate electronic Project Programming Request must be submitted for each contract.
- The benefits (outputs and outcomes) that will be achieved should be described for all contracts combined.
- An agency may only request to separate contracts for a programmed project once during the life of a project.
- Contract separation must be approved prior to the construction phase allocation.

22.4 Reprogramming Formulaic Funding

The Commission will consider reprogramming Formulaic Program funds on a programmed project if the funds have not been allocated. Project cost savings will be reprogrammed consistent with the policy outlined in Section 23, *Project Cost Savings*.

- Requests to increase the amount of Formulaic Program funding on a programmed, unallocated project phase must be submitted prior to allocation of the project phase.
- Unused funds from an approved reprogramming action (i.e., when partial funds are deprogrammed from a project) will be returned to the taxing authority's unprogrammed Formulaic Program funding balance.
- The Commission will not consider reprogramming a deleted project in the same programming cycle.
- An allocation adjustment should be requested to reprogram allocated funds (refer to Section 19.3, *Allocation Adjustments*).
- Requests for programming a new project or adding supplemental funds to an existing project should reference Appendix A, *Project Nominations* and Appendix B, *Supplemental and Amendment Project Nominations*.

23. Project Cost Savings

Project cost savings will be returned proportionally through a Commission action with the following requirements:

- Cost savings will be returned proportionally to the formulaic funding balance of the eligible taxing authority that nominated the project.
- The implementing agency must coordinate with Caltrans and the nominating agency to confirm the cost savings amount prior to a Commission action.



- The Commission will only consider a request to return cost savings after Caltrans submits the request with a recommendation to Commission staff. The recommendation from Caltrans must include confirmation of the cost savings and the amount to be returned.
- The implementing agency must submit a deallocation request to Caltrans. After receipt of the request, the average time required to complete Caltrans review and recommendation, and Commission deallocation is 60 days. Depending on the complexity of the request, some requests may take longer than 60 days.
- Cost savings returned to the taxing authority are available for programming after the Commission approves an action to both deprogram and deallocate the funds.
- Returned cost savings must be programmed and allocated within twelve (12) months of the Commission action. Funds that remain unprogrammed and unallocated after twelve months will be redistributed in the subsequent Local Partnership Program.
- Cost savings will be returned proportionally unless the agency requests to use the savings on the same project to fund a cost increase on a subsequent programmed phase.

“Proportionally”, when used in reference to project cost savings, means that savings will be returned based on the percentage contributed from each fund source. As an example, cost savings realized in a project phase that is funded 50 percent with Formulaic Program funds and 50 percent with local funds, the savings will go back to each “pot” of funds based on the percentage contributed to the project phase from each funding type.

23.1 Construction Phase Cost Savings

Cost savings at contract award may be used to expand the scope of the project. The expanded scope will be considered a scope change amendment and must be reviewed and approved by Commission prior to contract award (refer to Section 22.2, *Scope Changes*). All other contract award savings will be returned proportionally at project completion.

Cost savings at project completion must be returned proportionally except when an agency has, after project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming.



23.2 Pre-construction Phase Cost Savings

The Commission must be notified in writing of cost savings in pre-construction project phases within the expenditure deadline (refer to Section 20, *Timely Use of Funds - Deadlines*). Commission review of cost savings requests in pre-construction project phases will take place after the expenditure deadline. Pre-construction phases include Project Approval and Environmental Document; Plans, Specifications, and Estimate; and Right-of-Way.

VI. PROJECT ACCOUNTABILITY

24. Project Reporting

SB 1 places responsibility on the Commission to track the performance of and report to the public how well funding recipients are delivering projects receiving Local Partnership Program funds. The reporting requirements are outlined in the [Commission's SB 1 Accountability and Transparency Guidelines](#).

25. Project Tracking Database

Caltrans is responsible for developing, upgrading, and maintaining an electronic database record of the adopted Formulaic Program and Commission actions. The database includes project specific information, including project description, location, cost, scope, schedule, expected benefits, progress of the project, and a map. The project information from the database is accessible at www.RebuildingCA.ca.gov.

26. Project Auditing

The audit requirements are outlined in the [Commission's SB 1 Accountability and Transparency Guidelines](#).

27. Project Signage

An implementing agency must include construction signage stating that the project was made possible by SB 1 - The Road Repair and Accountability Act of 2017 (or Rebuilding California Funds) and include the Commission's official logo which can be requested from the Clerk of the Commission. The signage should comply with applicable federal and state laws, and Caltrans' manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices. Reference Caltrans' Construction Project Funding Identification Sign webpage for additional details and requirements about project construction signage.

28. Workforce Development Requirements

Implementing agencies may track and report any information about how they participate in, invest in, or partner with, new or existing State of California approved pre-



apprenticeship training programs following the requirements specified in Part VI, Section 24.



VII. APPENDICES

APPENDIX A - PROJECT NOMINATIONS

Project Nomination Deadline

- Project nominations must be submitted to the Commission by November 15, 2024, to be included in the initial program of projects.
- The final deadline to submit project nominations to the Commission for subsequent programming is April 30, 2028.

General Submittal Instructions

- All project nominations must be submitted by the deadlines listed above.
 - Project nominations submitted on November 15, 2024, or April 30, 2028, must be submitted at or before 11:59 pm.
- Project nominations will be treated in accordance with California Public Records Act requirements, and information subject to those requirements, may be publicly disclosed.
- Applicants must submit one (1) electronic copy of the project nomination package.
- Electronic copies should be sent via email to LPP@catc.ca.gov. If electronic files are too large to send via a single email, please break up the files and send via multiple emails.
- Each project nomination should be limited to 35 pages, excluding information requested in appendices.
- Each project nomination must utilize the letter convention as specified below.

A. Cover Letter

The cover letter must include a brief non-technical description of the project scope, cost, schedule, benefits (outputs and outcomes), and requested funding amount. If the project includes multiple project modes, each project mode must be described. Specifically include a “project purpose and need” section to describe how the project meets the primary purpose of the Local Partnership Formulaic Program as specified in Part I, Section 2 of the Local Partnership Formulaic Guidelines.

- If proposing a segment of a corridor, the applicant should discuss the entire corridor and why the project is being segmented. The project must demonstrate



the segment proposed for funding has independent utility and include a narrative of the plan to complete the remaining improvements of the corridor.

- If proposing the last segment of the corridor, the nomination should discuss the benefits that have been achieved through the completion of all other segments and the overall benefits of completing the corridor. The cover letter should address the impacts of not completing the segment(s). The analysis should be coordinated with other jurisdictions if the corridor crosses multiple jurisdictions.

The cover letter must be addressed to the California Transportation Commission's Executive Director and clearly identify the nominating agency or agencies and the implementing agency or agencies on a formal letterhead.

- The cover letter must include the signature of the Chief Executive Officer or other officer authorized by the nominating agency's governing board, authorizing and approving the project nomination.
 - Jointly nominated projects must have the duly authorized signatures of both agencies.
 - Where the project will be implemented by an agency or multiple agencies other than the nominating agency, the cover letter must include the signature(s) of the Chief Executive Officer or other authorized officer(s) of the implementing agency or agencies and documentation of the agreement between the project nominator and implementing agency.

B. Screening Criteria

- 1) **Eligible Project:** Explain (no more than one or two paragraphs) how the project is eligible based on the categories outlined in the guidelines, Section 6, *Eligible Projects*.
- 2) **Electronic Project Programming Request (ePPR):** The ePPR form must be included in the project nomination and list all funding match sources (federal, state, local, and private).
 - The Formulaic Program request and the required match should be clearly identified.
 - The information submitted in the ePPR must align with the project nomination.
 - The final version of the ePPR must be submitted ("draft" watermark not shown).



- If the project is divided into more than one independent contract, a separate ePPR must be submitted for each contract.
- 3) **Performance Metrics:** The required Performance Metrics in Appendix **E** may be submitted as part of the ePPR.
- Performance metrics must be applicable and relevant to the proposed project scope and support the narrative of the project.
 - The [SB 1 Technical Performance Measurement Methodology Guidebook](#) provides instructions on how to complete required performance metrics.

C. General Information

- 1) **Overview:** Provide a brief, one to three paragraph, non-technical description of the project. If the project includes multiple project modes, each project mode must be described.
- 2) **Project Location:** Provide a brief description of the project location(s) including city and county boundaries.
 - Provide a map (or maps) that clearly show(s) the project location(s).
 - Photos: Photos (rendering or actual) of the project location(s).
- 3) **Scope:** A clear, concise (no more than two paragraphs), publicly understandable description of the project scope to be programmed with Formulaic Program funding.
- 4) **Project Benefits:** A brief description of the project benefits including the outcomes proposed for funding. Include a list of outputs for the project.
 - Make sure the outputs listed here are consistent with the outputs submitted in the electronic Project Programming Request.
 - Projects requesting Formulaic Program funding in pre-construction phases only should include a brief description of the completed project's anticipated outcomes.
- 5) **Community Engagement and Outreach:** Provide a description of how your agency developed the scope through demonstrated partnership, engagement, and collaboration. How was input received and incorporated into the project? If a disadvantaged or historically impacted and marginalized community is within the project area, describe how they were engaged.



- a. Equitable projects demonstrate meaningful and effective public participation in the decision-making processes, particularly by disadvantaged or historically impacted and marginalized communities.
 - b. The Commission's *Senate Bill 1 Programs Transportation Equity Supplement* in Appendix F should be referenced as a guide to this section.
 - c. Engagement should occur through the development of the project; for road rehabilitation projects, applicants should describe demonstrated partnership at the environmental phase and during construction.
 - d. Projects requesting only pre-construction phases should describe the plan for community engagement and partnership for the project.
- 6) **Economic Development and Job Creation and Retention** – The nomination should address how the proposed project stimulates local economic activity, supports economic development, creates, or increases access to employment.
- a. How does the project support economic development and improve access to employment for disadvantaged or historically impacted and marginalized communities?
 - b. How does the proposed project improve access to economic opportunities and the movement of goods and services in the region?
 - c. If applicable, provide the number and types of jobs created by this project's delivery. Include any efforts to develop local jobs and workforce development opportunities consistent with federal and state laws. For more information about workforce development, visit the California Workforce Development Board's website.
 - d. Identify and discuss other economic impacts the project will have.
- 7) **Nominating Agency and Implementing Agency Agreement (if applicable):** Where the project is to be implemented by an agency other than the nominator, provide confirmation of the agreement between the project nominator and implementing agency.
- 8) **Reversible Lanes:** A confirmation that any capacity-increasing project or a major street or highway lane realignment project was considered for reversible lanes pursuant to Streets and Highways Code Section 100.15.

D. Project Delivery

- 1) **Delivery Method:** Specify which delivery method is being used for the project. This can be one sentence but no more than one paragraph.



- If a delivery method other than design-bid-build is used for the project, identify the delivery method used.
 - If the delivery method is unknown at the time of nomination, it should be noted in the project nomination and then reported as soon as it is known.
- 2) **Contracts:** If the project is divided into more than one contract which requires separate allocations, explain that in this section.
- 3) **Schedule Risks:** In narrative form or table format, list any potential risks and proposed mitigation strategies to keep the project on schedule.
- The risks considered should include, but not be limited to, risks associated with deliverability, engineering issues, and funding commitments.
 - Examples of schedule risks include the need for geotechnical analysis or related concerns, complicated utility relocations, or land acquisition concerns.

E. Project Funding

- 1) **Funding Plan:** Provide the table below for all project phases. The table should be consistent with the information provided in the electronic Project Programming Request.
- **Cost Estimates:** A project cost estimate includes the amount and source of all funds committed to the project and the basis for concluding that the funds are expected to be available. Cost estimates should be escalated to the year of proposed implementation and be approved by the Chief Executive Officer or other authorized officer of the implementing agency.
 - **Required Match:** The project funding plan must include the required funding match (Section 8, *Matching Requirements*) in each project phase where Formulaic Program funds are requested.
 - **Total Project Cost:** Include the total project cost.
 - If the project nomination is requesting Formulaic Program funding for pre-construction phases only, provide the estimated total project cost through the Construction phase.
 - **Uncommitted Funds:** May only be from those programs outlined in Section 15, *Committed and Uncommitted Funds*.



- When uncommitted funding is proposed, the project nomination must address the plan for securing a funding commitment, explain the risk of not securing that commitment, and the plan for securing an alternate source of funding.

Fund Source	Committed or Uncommitted	Fiscal Year of Allocation (LPP-F)	PAED	PSE	Right of Way	Construction	Total
LPP-Formulaic Request							
Example Fund #1 (match)							
Example Fund #2							
Total							

F. Other

- 1) **Interagency Cooperation:** Projects on the state highway system must provide evidence of cooperation between the nominating agency and Caltrans. (Refer to Appendix G, *State Highway System Project Impact Assessment*).
- 2) **Transfer of Formulaic Program Funds Between Taxing Authorities:** (if applicable) The project nomination must include a letter, addressed to the California Transportation Commission’s Executive Director, that clearly identifies the following:
 - The taxing authority to which the funds are being transferred,
 - The project (title and scope) where funds will be programmed,
 - The implementing agency of the project, and
 - The amount of Formulaic Program funding being transferred.

The letter must include the signatures of both taxing authorities:

- Taxing authority transferring the funding: The Chief Executive Officer or another officer authorized by the taxing authority’s governing board to authorize and approve the transfer.



- Taxing authority receiving the funding: The Chief Executive Officer or another officer authorized by the taxing authority's governing board to authorize and approve the acceptance of the transfer.



APPENDIX B - SUPPLEMENTAL AND AMENDMENT PROJECT NOMINATIONS

General Submittal Instructions

- Project nominations will be treated in accordance with California Public Records Act requirements, and information subject to those requirements may be publicly disclosed.
- Applicants must submit one (1) electronic copy of the project nomination package.
- Electronic copies should be sent via e-mail to LPP@catc.ca.gov. If electronic files are too large to send via a single e-mail, please break up the files and send via multiple e-mails.
- Each supplemental or amendment project nomination should be limited to ten (10) pages and utilize the letter convention as specified below.

A. Cover letter

- A cover letter must be submitted with the supplemental or amendment project nomination.
- The cover letter must be addressed to the California Transportation Commission's Executive Director and clearly identify the nominating agency or agencies and the implementing agency or agencies.
- The cover letter must clearly identify the existing programmed project and briefly describe the supplemental or amending funding request (one or two sentences).
- The cover letter must include the signature of the Chief Executive Officer or other officer authorized by the nominating agency's governing board, authorizing and approving the nomination.
 - Where the project will be implemented by an agency or multiple agencies other than the nominating agency, the cover letter must also include the signature(s) of the Chief Executive Officer or other authorized officer(s) of the implementing agency or agencies.

B. Screening Criteria

- The revised electronic Project Programming Request (ePPR) form must list all funding match sources (federal, state, local, and private) and other committed funds.



- The supplemental or amendment funding request and the required match should be clearly identified separately from the original Formulaic Program funding request.
- The information submitted in the ePPR must align with this project nomination.
- The final version of the ePPR must be submitted (“draft” watermark not shown).
- If the original project nomination was divided into more than one independent contract, a separate revised ePPR must be submitted for each contract.
- If an ePPR was not part of the initial project nomination, one must be submitted for the project as part of this request.
- If applicable, include the revised Performance Metrics required in the initial project nomination.
 - If Performance Metrics were not part of the initial project nomination, they must be submitted for the project as part of this request.

C. General Information

- **Overview:** Provide the project title and implementing agency.
- **Project status:** Provide a brief description of the current status of the project.
- **Funding Request:** Provide a clear description of the supplemental or amendment funding request and the reason for the proposed request.
- **Project Updates:** Describe how the following differs from the original project nomination. If no changes are anticipated, provide notation in section.
 - Project scope.
 - Project location: Provide a brief description of the revised project location(s) including city and county boundaries.
 - Revised Map (if applicable): A revised map (or maps) that clearly show the original and revised project location(s).
 - Project schedule.



- Project benefits: Provide a comparison between the proposed benefits (outputs and outcomes) and those submitted in the initial project nomination, noting an increase, decrease, or no change.
- Funding plan: Provide the table below with updates to the funding plan submitted in the original project nomination.

Fund Source	Committed or Uncommitted	Fiscal Year of Allocation (LPP-F)	PA&ED	PS&E	Right of Way	Construction	Total
Total							



APPENDIX C - ELIGIBLE TAXING AUTHORITIES RECEIVING FORMULAIC FUNDING

(Updated June 12, 2024)

Administering Agency	Ballot Designation	Expiration Date
Alameda County Transportation Commission	Measure BB Measure F	March 31, 2045 None
Alameda-Contra Costa Transit District	Measure C1/VV	June 30, 2039
Amador	Measure K	June 30, 2034
Bay Area Rapid Transit District (BART)	Measure RR	None
Bay Area Toll Authority	Regional Measure 1 Regional Measure 2 Regional Measure 3	None None None
Caltrain	Measure RR	June 30, 2051
City/County Association of Governments of San Mateo County	Measure M	May 1, 2036
City and County of San Francisco	Proposition D	November 5, 2045
Clearlake	Measure V	March 31, 2037
Contra Costa Transportation Authority	Measure J	March 31, 2034
Council of San Benito County Governments	Measure G	March 31, 2049
El Cerrito	Measure A	None
El Paso de Robles	Measure E-12 Measure F-12	March 30, 2025 March 30, 2025
Fort Bragg	Measure J	None
Fresno County Transportation Authority	Measure C	June 30, 2027
Imperial County Local Transportation Authority	Measure D	March 31, 2050
Los Angeles County Metropolitan Transportation Authority	Proposition A Proposition C Measure R Measure M	None None June 30, 2039 None
Madera County Transportation Authority	Measure T	March 31, 2027
Martinez	Measure D	March 31, 2032
Merced County Transportation Authority	Measure V	March 31, 2047
Monterey-Salinas Transit District	Measure Q	March 31, 2030
Napa Valley Transportation Authority	Measure T	June 30, 2043
Orange County Transportation Authority	Measure M	March 31, 2041



Administering Agency	Ballot Designation	Expiration Date
Orinda	Measure L	September 15, 2038
Point Arena	Measure C	None
Riverside County Transportation Commission	Measure A	June 30, 2039
Sacramento Transportation Authority	Measure A	March 31, 2039
San Bernardino County Transportation Authority	Measure I	March 31, 2040
San Diego Regional Transportation Commission	Proposition A	March 31, 2048
San Francisco County Transportation Authority	Proposition L Proposition AA	March 31, 2053 None
San Joaquin County Transportation Authority	Measure K	March 31, 2041
San Mateo County Transit District	Measure W Proposition A	June 30, 2049 None
San Mateo County Transportation Authority	Measure A	December 31, 2034
Santa Barbara County Local Transportation Authority	Measure A	March 31, 2040
Santa Clara Valley Transportation Authority	Measure A (1976) Measure A (2000) Measure B (2008) Measure B (2010) Measure B (2016)	None March 31, 2036 June 30, 2042 None March 31, 2047
Santa Cruz County Regional Transportation Commission	Measure D	March 31, 2047
Santa Cruz Metropolitan Transit District	Measure G	None
Sonoma County Transportation Authority	Measure M <i>Measure DD -renewal (operative April 1, 2025)</i>	March 31, 2025 March 31, 2045
Sonoma Marin Area Rail Transit District	Measure Q	March 31, 2029
Stanislaus County Transportation Authority	Measure L	March 31, 2042
Transportation Agency for Monterey County	Measure X	March 31, 2047
Transportation Authority of Marin County	Measure AA Measure B	March 31, 2049 None
Truckee	Measure R Measure V <i>Measure U -renewal (operative October 1, 2024)</i>	September 30, 2024 December 31, 2028 None
Tulare County Transportation Authority	Measure R	March 31, 2037



Administering Agency	Ballot Designation	Expiration Date
Ukiah	Measure Y Measure Z	None
Willits	Measure A	None
Yuba County	Measure D	None



APPENDIX D - ELECTRONIC PROJECT PROGRAMMING REQUEST

Each project nomination must include an electronic Project Programming Request (ePPR) form. The ePPR must list federal, state, local, and private funding categories by project phase and fiscal year.

If the proposed project includes multiple project modes to be delivered under separate contracts, or if the programmed project scope will be delivered under more than one independent contract, each project mode, or each independent contract must have its own ePPR.

The scope, benefits, schedule, and funding plan of the ePPR must be consistent with the information in the project nomination.

Visit the [Caltrans Office of Capital Improvement Programming \(OCIP\)](#) for more information about electronic Project Programming Requests, including a User's Guide.



APPENDIX E - PERFORMANCE METRICS

- Please fill in the table included in this section with the requested information for the proposed project. This information must be consistent with the information in the electronic Project Programming Request form that is submitted with the project nomination (refer to Appendix D, *Electronic Project Programming Request*).
- Commission staff may contact applicants for additional information.
- Please refer to the [Senate Bill \(SB\) 1 Technical Performance Measurement Methodology Guidebook](#) which includes additional information and resources for completing the table.

Measure	Metric	Project Type	Build	Future No Build	Change	Increase or Decrease
Congestion Reduction	Change in Daily Vehicle Miles Travelled	Local Road Hwy Road Transit				
	Person Hours of Travel Time Saved	Local Road Hwy Road Transit				
Throughput	Bicyclist and Pedestrian Screen Line Counts (Optional)	Active Transportation				
System Reliability	Peak Period Travel Time Reliability Index	Hwy Road				
	Level of Transit Delay	Transit				
Safety	Number of Fatalities	All				
	Number of Serious Injuries	All				



Measure	Metric	Project Type	Build	Future No Build	Change	Increase or Decrease
(Safety, continued)	Rate of Fatalities	All				
	Rate of Serious Injuries	All				
Economic Development	Jobs Created (Direct and Indirect)	All				
Air Quality	Particulate Matter (PM 2.5 PM 10)	All				
	Carbon Dioxide (CO ₂)	All				
	Volatile Organic Compounds (VOC)	All				
	Sulphur Oxides (SO _x)	All				
	Carbon Monoxide (CO)	All				
	Nitrogen Oxides (NO _x)	All				
Cost Effectiveness	Cost Benefit Ratio	All				
Accessibility	Number of Jobs Accessible by Mode	All				
	Access to Key Destinations by Mode	All				



Measure	Metric	Project Type	Build	Future No Build	Change	Increase or Decrease
(Accessibility, continued)	Percent of Population Defined as Low Income or Disadvantaged within half mile of rail station, ferry terminal, or high-frequency bus stop	All				
System Preservation	Pavement Condition Index	Local Road Hwy Road				
<i>(Pavement and Bridge Rehabilitation only)</i>	Bridge Condition Rating for Bridge Deck, Superstructure, Substructure	Local Road Hwy Road				
Noise Level	Number of Receptors	Sound walls				
<i>(Sound walls only)</i>	Properties Directly Benefited	Sound walls				
<i>(For reporting only)</i>	Number of Decibels	Sound walls				



APPENDIX F - SB 1 TRANSPORTATION EQUITY SUPPLEMENT

On January 27, 2021, the California Transportation Commission (Commission) adopted its Racial Equity Statement, which states:

The California Transportation Commission recognizes that throughout California's history, improvements to the State's transportation system have disproportionately benefitted some population groups and burdened others. The Commission condemns all forms of racism and is actively working to promote equitable outcomes through our programs, policies, and practices.

In the mid-Twentieth Century, California undertook a major expansion of transportation infrastructure aided by an influx of federal funding. While infrastructure improvements were being planned, designed, and constructed, Black, Indigenous, and other people of color were disenfranchised, lacked voting protections, and were underrepresented in government decision-making. New highways were frequently constructed through predominately Black, Latino, Asian, and low-income neighborhoods to meet the needs of primarily white suburban commuters, and through tribal lands. Racist policies and decisions also influenced the siting of other types of transportation infrastructure, such as commuter railways, and the delivery of transit services. The results of racial segregation and disinvestment of transportation funds in communities of color are still visible in cities today.

Californians who live in historically underserved communities are more likely to be negatively impacted by increased exposure to air pollution and noise from cars, trucks, ships, trains, and aircraft, and struck or killed by drivers when walking and biking. These vulnerable communities may have limited access to safe and affordable transportation options to connect residents to jobs, education, healthcare, and recreation. In addition, people of color may experience diminished safety and comfort while walking, biking, driving, or using public transportation as a result of racial discrimination in enforcement.

The Commission vows to create mobility opportunities for all Californians, especially those from underserved communities, to thrive in all aspects of life. The Commission will:

- Work to build and strengthen relationships with community-based organizations, non-profits, advocacy organizations, and other equity experts and practitioners;
- Empower the Commission's Equity Advisory Roundtable and future related efforts to help inform transportation decision making;
- Strengthen understanding of community transportation needs and challenges through the forthcoming Community Listening Sessions;
- Ensure equity, public health, and robust public engagement via our planning and programming guidelines;
- Provide expanded opportunities for Commissioner and staff training related to diversity, equity, and inclusion; and
- Feature equity topics and elevate diverse perspectives in public meetings of the Commission.

We uphold our dedication to serve and improve the quality of life for all Californians by continuing to prioritize transportation equity issues and ensuring all experience safe, affordable, and efficient transportation.



The Commission developed this supplement in collaboration with members from the Interagency Equity Advisory Committee and stakeholders as a resource for applicant agencies preparing project nominations for Senate Bill (SB) 1 Programs (Local Partnership Program, Solutions for Congested Corridors Program, and Trade Corridor Enhancement Program). The Commission endeavors to ensure program policies progress by embedding equity considerations in the project development, nomination, and selection process.

This supplement provides information on key statistics, benefits, and communication strategies that may be used during project development to yield more equitable outcomes. An applicant agency may use the information and strategies presented here to explain how a project advances transportation equity from identification and inclusion to impacts and outcomes:

- How did the agency engage communities in the project study area to identify their needs? Did the agency directly engage with disadvantaged or historically impacted and marginalized groups, including Black, Indigenous, and other people of color, displaced or unhoused persons, individuals with disabilities, seniors and elders, and low-income individuals or communities? How was community feedback incorporated into the project? How did the agency inform communities about whether their feedback was incorporated into the project?
- How did the agency develop the project scope? Was the alternatives analysis developed to include community feedback? Can the agency demonstrate its partnership and collaboration with the disadvantaged or historically impacted and marginalized communities in the project study area?
- How did the agency assess if the project would cause any disparate impacts on the basis of race, color, socioeconomic status, gender, sexuality, disability status, or national origin? If disparate impacts were identified, did the agency consider and incorporate alternate options as applicable?

Equitable practices should be considered through a project's lifecycle (planning, development, and delivery). This can include structural and procedural equity strategies like the examples provided in this supplement. Structural strategies reform planning practices to create inclusive, affordable, and resource-efficient transportation infrastructure, whereas procedural strategies provide special benefits to disadvantaged groups to create fairness in process. Mindful and meaningful inclusion and engagement are critical to successfully advance equity in transportation planning as well as project development and delivery.

Agencies may use this supplement to incorporate equitable corridor improvement strategies and advance projects with more equitable outcomes in their comprehensive multimodal corridor plans, if applicable.

Agencies may also consult the [California Strategic Growth Council's Racial Equity Resource Hub](#) to learn more about racial equity best practices (key focus hubs to consider: Creating Your Roadmap,



Growing Awareness, Taking Action). The California Strategic Growth Council represents seven state member agencies, including the California State Transportation Agency, and created the Racial Equity Resource Hub to consolidate, streamline, and promote racial equity resources and tools for state agencies' implementation.

A. Example Indicators Used to Identify Disadvantaged or Historically Impacted and Marginalized Groups

Pursuant to California Health and Safety Code Section 39711, disadvantaged communities are identified based on geographic, socioeconomic, public health, and environmental hazard criteria. Disadvantaged communities may include either of the following:

- (1) Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- (2) Areas with concentrations of people that are of low income, high unemployment, low levels of homeownership, high rent burden, sensitive populations, or low levels of educational attainment.

Recognizing localized differences helps to identify disadvantaged or historically impacted and marginalized groups. Some example indicators are included for reference below.

- **Median Household Income** – Is less than 80 percent of the statewide median based on the most current Census Tract (ID 140) level data. Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at the United States Census Bureau [website](#).
- **California Communities Environmental Health Screening Tool (CalEnviroScreen)** – A mapping tool developed by the California Office of Environmental Health Hazard Assessment on behalf of the California Environmental Protection Agency that uses environmental, health, and socioeconomic information to produce scores for every census tract in the state which can be accessed on the California Office of Environmental Health Hazard Assessment's [website](#).
 - SB 535 (De León, Chapter 830, Statutes of 2012) established initial requirements for minimum funding levels to “Disadvantaged Communities” for specified programs and required the California Environmental Protection Agency to identify those communities. The [SB 535 Designation of Disadvantaged Communities](#) identifies four types of geographic areas as disadvantaged, including census tracts that receive the highest 25 percent of overall scores in the most recent version of CalEnviroScreen.
- **Healthy Places Index** – Developed by the Public Health Alliance of Southern California, the Healthy Places Index includes a composite score for each census tract in the state. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the state. Within the



Healthy Places Index, a census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map and direct data can be accessed on the [California Healthy Places Index website](#).

- **Extreme Heat Edition** – Developed by the Public Health Alliance in partnership with the UCLA Luskin Center for Innovation, the Healthy Places Index Extreme Heat Edition provides datasets on projected heat exposure for California, place-based indicators measuring community conditions and sensitive populations. It also provides a list of resources and funding opportunities that can be used to address extreme heat. More information about the tool and a live map can both be found on the [UCLA Luskin Center for Innovation website](#). This tool complements the [California Heat Assessment Tool](#) funded by the California Natural Resources Agency as part of the state’s Fourth Climate Change Assessment.
- **Native American Tribal Governments** – Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria) or projects that provide benefits to Native American Tribal Governments and communities.
- **Regional Definition** – Such as “environmental justice communities,” “equity priority communities,” or “communities of concern.” The regional definition must be developed through a robust public outreach process that includes community stakeholders’ input and must be stratified based on severity. A regional definition of disadvantaged communities must be adopted as part of a regular four-year cycle adoption of a Regional Transportation Plan (RTP) or Sustainable Communities Strategy (SCS) by a metropolitan planning organization or regional transportation planning agency per obligations with Title VI of the Federal Civil Rights Act of 1964. A regional definition of disadvantaged communities must be used for the region’s broader planning purposes rather than only to apply for SB 1 Program funding.
- **California Department of Transportation’s Transportation Equity Index (EQI)** – A spatial screening tool designed to identify transportation-based priority populations at the census block level. The Transportation Equity Index integrates transportation and socioeconomic indicators into three screens that all reflect low-income status and tribal land status: 1) transportation-based priority populations, 2) traffic exposure, and 3) access to destinations. The live map and detailed use instructions can be accessed on the [California Department of Transportation’s website](#).
- **United States Department of Transportation’s Equitable Transportation Community (ETC) Explorer** – Developed under the [Justice40 Initiative](#), this interactive web application uses census tracts and data to explore the cumulative impacts of transportation underinvestment in the areas of transportation insecurity, environmental burden, social vulnerability, health vulnerability, and climate and disaster risk burden. Census tracts are considered “disadvantaged” in communities if the final index score is greater than the 65th percentile. The map can be accessed on the United States Department of Transportation’s [website](#).



- **Other** – If an applicant agency cannot utilize the aforementioned indicators, it may submit other documentation to demonstrate the project benefits a disadvantaged or historically impacted and marginalized community. Suggested alternatives include:
 - Census data that represents an assessment of the project study area. The agency must submit a quantitative assessment (e.g.: a survey) to demonstrate that the population contained within the project study area boundary includes:
 - A median household income that is at or below 80 percent of the state median household income.
 - A significant number of households at risk of displacement due to cost-of-living burden or project siting.
 - A significant number of households receiving food stamps or public assistance.
 - A significant population of seniors and elderly residents.
 - A significant population of individuals with disabilities or mobility impaired residents.
 - A significant population of single-parent households.
 - A significant population of immigrant or foreign-born households.
 - A significant population of veterans.
 - A significant number of car-less households.
 - A significant number of public transit users (including mobility impaired users).
 - Unemployment measurements.
 - Nearby amenities including shopping centers, health centers, schools, social services, and employment sites, or lack thereof.
 - Traffic safety indicators including collisions and injuries sustained.
 - Community derived safety information and indicators such as high-risk zones for pedestrians and cyclists, illegal dumping hot-spots, or school-safety priority zones
 - Areas of Persistent Poverty and Historically Disadvantaged Communities as defined by the United States Department of Transportation and identified using the mapping tools provided [here](#).

B. Example Equity Benefits

Advancing equity in transportation results in a more diverse, affordable, accessible, and efficient transportation system for everyone. Equitable transportation projects can:

1. Increase access to social, educational, and economic opportunities and amenities, including shopping centers, health centers, schools, community organizations, museums, social services, transit centers, and employment sites.
2. Reduce travel times and congestion.
3. Reduce pollution.
4. Improve access to active transportation and provide alternatives to automotive options.
5. Improve safety of active transportation and non-motorized modes of travel in the community and the corridor.
6. Enhance opportunities to increase physical activity by encouraging use of active transportation.



7. Enhance opportunities to encourage use of zero-emission modes of travel.
8. Increase access to accessible facilities and infrastructure with first-and-last-mile connectivity to accommodate all types of travelers, especially mobility impaired users.

C. Example Inclusion and Engagement Strategies

Meaningful inclusion and engagement require sustained interactions and consistent, transparent communications to build trust through every step of the project planning process—from first thought to last action. This is especially important in disadvantaged and historically impacted and marginalized communities.

Community inclusion and engagement may be pursued during each stage in the project development and delivery process. An applicant agency should demonstrate how its inclusion and engagement strategies align with the types of strategies included as examples below, describe how recently that engagement has occurred, and how it is actively implemented.

While there are many types of engagement strategies to utilize, multifaceted approaches may yield optimal benefits for communities and applicant agencies. For example, direct engagement strategies, such as meeting with community leaders to develop relationships, can be combined with indirect strategies, such as surveys and polls to understand community needs, in which case both the communities and the applicant agencies benefit from building trust and gaining new insights through collaboration. Potential strategies include:

1. Identify, contact, engage, and include the perspectives of disadvantaged or historically impacted and marginalized groups. Public outreach should include traditional forms of communication, including phone calls, mailers, flyers, and in-person events as disadvantaged and historically impacted and marginalized groups may lack access to computers and the Internet. Provide resources in multiple languages and formats based on community needs (e.g., non-native English speakers, or persons living with visual or auditory impairments, etc.).
2. Develop relationships with community-based leaders, groups, or organizations, such as environmental justice groups, religious or spiritual leaders, well-known individual advocates and community organizers, local pedestrian and bike advocacy groups, public school leadership, local transit riders, long-distance commuters (super commuters), linguistically or physically isolated groups, seniors and elders, and youth individuals and groups. This can also include community members who may face barriers including formerly incarcerated persons; undocumented persons; individuals with disabilities; displaced and unhoused persons; and lesbian, gay, transgender, and queer communities.
3. Collaborate with community-based groups and organizations to establish a local or regional project study area organization or committee (e.g., planning, oversight, advisory, steering, etc.) with decision-making authority to empower community leaders and solicit quality community input and feedback through the project planning process.
4. Develop a community benefits agreement with a project study area community to strengthen incentives for good-faith community engagement and deliver targeted, meaningful benefits to the community.



5. Demonstrate how community-identified and community-driven perspectives were solicited and included or integrated into the project purpose and need or scope.
6. Survey and collect information on non-motorized travel demands and the unmet mobility needs of disadvantaged and historically impacted and marginalized groups identified in the project study area. Use this information to develop transportation improvements to address these needs.
7. Develop relationships and conduct meaningful engagement with tribal governments and incorporate their feedback into the project planning and delivery process.
8. Collaborate, fund, or contract with local organizations to support community engagement efforts in the project planning and delivery process.
9. Prioritize community identified high-need areas, such as those identified through robust community engagement.
10. Prioritize contracting strategies that benefit disadvantaged or historically impacted and marginalized groups such as the communities identified in this supplement.
11. Ensure stability in neighborhoods and communities through the successful implementation of short-term and long-term anti-displacement strategies and policies consistent with federal and state law.

D. Example Anti-Displacement Resources

1. **California Department of Housing and Community Development Final 2020 Analysis of Impediments to Fair Housing Choice** – Report detailing impediments to fair housing and recommendations for anti-displacement strategies.
2. **Urban Displacement Project** – Comprehensive website with reports, data mapping, and resources for California local, regional, and state entities.
3. **Framework for Evaluating Anti-Displacement Policies** – Criteria that can be utilized to better understand the ways that certain policy tools can be used to address the needs of vulnerable groups impacted by displacement.
4. **Greening Without Gentrification** – Ongoing study that identifies and classifies parks-related anti-displacement strategies.
5. **Transit-Oriented Development Without Displacement: Strategies to Help Pacoima Businesses Thrive** – Research study focused on commercial anti-displacement strategies that can support a predominantly immigrant-owned small business community.



APPENDIX G - STATE HIGHWAY SYSTEM PROJECT IMPACT ASSESSMENT

(Form CTC-0002)

This form is only required for local projects that are not Caltrans nominated.

- Applicant must complete ALL fields in Sections I and II. Write N/A if not applicable. Applicant must also provide the Attachments requested in Section IV.
- Assessment Form and all attachments must be submitted to Caltrans District Contacts (contact link in Section III) no later than four (4) weeks prior to Application Due Date. Late or incomplete submissions of this form and attachments may delay applications.

1. Applying Agency
2. Name of Person submitting the application
3. Title
4. Phone
5. Email
6. Project Title - The title must be consistent with the application and all project documentation.
7. Indicate the State Funding Program(s) associated with the project. Check all that apply.
8. Percentage of project area within State Right of Way: $(\text{Area within State Right of Way} \div \text{Total project area}) \times 100$
And Estimated dollar (\$) value of project area within State Right of Way
9. Total construction cost of physical project elements within State Right of Way: Provide a separate estimate for the total construction cost (capital and support costs) of the project for only those physical elements and/or portions of elements that are on or within State Right of Way. This includes project elements within State airspace. Please refer to the completed estimates form or figures included in the project application.
10. Indicate the anticipated environmental documentation that will be required for California Environmental Quality Act and National Environmental Policy Act (ex. Negative Declaration, Environmental Impact Report/ Environmental Impact Statement, etc.) Indicate N/A if a National Environmental Policy Act document is not required.
11. Fully describe the scope of work to be performed within State Highway Right of Way. This includes all new or modifications to any physical assets within State Right of Way.
12. Follow the steps and linked resources to determine induced Vehicle Miles Traveled (VMT) on the State Highway System (SHS) and applicable calculations. Enter text inputs on 4, 5, or 6 as applicable. Note: Active Transportation Program (ATP) projects may not induce VMT per the ATP Guidelines. ATP applicants check number 1 and proceed to Section 13.
13. Review the linked flowchart and resources for appropriate level of involvement. Check the applicable items in the checklist to determine appropriate process. Check the processes that apply. Caltrans will review and retains the right to make a final determination.



STATE HIGHWAY SYSTEM PROJECT IMPACT ASSESSMENT

CTC-0002 (06/2024)

I. APPLICANT INFORMATION

1. APPLICANT

2. APPLICANT CONTACT

3. CONTACT TITLE

4. CONTACT PHONE

5. CONTACT EMAIL

II. PROJECT INFORMATION

6. PROJECT TITLE

7. PROJECT PROGRAM ATP LPP-C LPP-F LSRP SCCP SGR TCEP SHOPP STIP TIRCP LTCAP

8. PERCENT OF PROJECT AREA WITHIN STATE HIGHWAY RIGHT OF WAY

9. TOTAL CONSTRUCTION COST WITHIN STATE HIGHWAY RIGHT OF WAY

10. ANTICIPATED ENVIRONMENTAL DOCUMENTATION FOR:

CEQA:

NEPA:

11. DESCRIBE THE SCOPE OF WORK TO BE DONE WITHIN STATE HIGHWAY RIGHT OF WAY

12. SB743 VEHICLE MILES OF TRAVEL (VMT) IMPACT ASSESSMENT

- 1. Project is screened as unlikely to induce traffic under Section 5.1.1 in [Transportation Analysis under CEQA](#). If checked, Stop. Proceed to Section 13.
- 2. Project is in a [Metropolitan Statistical Area](#). If checked, proceed to step 3. If not, proceed to step 6.
- 3. Project adds lane-miles to the SHS. If yes, proceed to step 4. If the project adds other types of traffic-inducing capacity, e.g. an interchange, proceed to step 6.
- 4. Enter the project lane-miles in the [NCST Induced Travel Calculator](#) and report the result here.
- 5. If the project team believes induced VMT will be different than what is shown in step 4, provide a best estimate based on guidance in the [Transportation Analysis Framework](#) and [Transportation Analysis Under CEQA](#), and a brief justification here. Stop. Proceed to Section 13.
- 6. Provide an estimate of the project's induced VMT based on guidance in the [Transportation Analysis Framework](#) and [Transportation Analysis Under CEQA](#), and a brief justification here. Stop. Proceed to Section 13.

13. EXPECTED LEVEL OF CALTRANS INVOLVEMENT (Note: Final determination will be at the discretion of Caltrans)

Follow the [Flowchart to Determine the QMAP \(ca.gov\)](#) and [Applicant's checklist to determine the appropriate Caltrans review process \(TR-0416\)](#) to identify the applicable Caltrans review process that best fits the project parameters. Encroachment requests with completed permit application, checklists and supporting project documents must be submitted to District encroachment permit offices for further processing.

For determination of the processes required, check the following if the project:

- a.) Will impact an Environmentally Sensitive Area, or requires an Environmental Impact Report (EIR) or Environmental Impact Statement (EIS),
- b.) Requires Federal Highway Administration (FHWA) approval,
- c.) Requires Right-of-Way dedication from Caltrans,
- d.) Requires modification to a Caltrans Bridge or Structure,
- e.) Requires Design Standard Decision Document (Reference: Highway Design Manual, Design Information Bulletin 78),
- f.) Requires Encroachment Exception Approval (Reference: Encroachment Permit Manual, Chapter 300),
- g.) None of the Above.

If any items "a" through "f" are checked a Standard Project Delivery Process is required, see #2 below. If item "g" is selected a Short Form is permitted, see #3 below.

- 1. Encroachment Permit Oversight Process - [Standard Encroachment Permit Application \(TR-0100\), instructions and related forms](#)
- 2. Standard Project Delivery Quality Assessment Process
- 3. Project Delivery Short Form Quality Assessment Process (using a DEER) - [Design Engineering Evaluation Report Guidelines](#)

III. CALTRANS PROJECT

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

District Director, District HQ

The above signature indicates, based on available information:
Caltrans acknowledges the Project

*****APPLICANTS SUBMIT TO DISTRICT CONTACT LIST FOUND HERE*****
<https://dot.ca.gov/contact-us>
Form submissions with attachments are due **Four Weeks PRIOR** to Application Deadline.

IV. ATTACHMENTS

The Project Programming Request (PPR) must be provided to Caltrans with this form. Additional information may be required by Caltrans, including, but, not limited to: (1) project level documents and (2) draft funding application(s).